MAKING "LIBREOFFICE" DEFAULT TO THE .doc, .xls, AND .ppt FILE FORMATS OF "MICROSOFT OFFICE.."

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“Meeting Notes”

SUMMARY

The free "LibreOffice" suite of software programs is a great alternative to not-free "Microsoft Office..". However, you should set the various programs inside "LibreOffice" to default to the most common file formats of **.doc**, **.xls**, and **.ppt** in order to have maximum compatibility with "Microsoft Office".

SOFTWARE PROGRAMS INSIDE "LIBREOFFICE"

- "LibreOffice Writer" is a free word processing program. You can use it instead of the not-free "Microsoft Word.." in "Microsoft Office..".
- "LibreOffice Calc" is a free spreadsheet program. You can use it instead of the not free "Microsoft Excel.." in "Microsoft Office.."

SOFTWARE PROGRAMS INSIDE "LIBREOFFICE" (continued)

- "LibreOffice Impress" is a free presentation program. You can use it instead of the not-free "Microsoft PowerPoint.." in "Microsoft Office..".

THE BEST FILE FORMATS FOR "LIBREOFFICE" TO DEFAULT TO ARE **.doc**, **.xls**, and **.ppt**

For the best compatibility with "Microsoft Office..":

Make "LibreOffice Writer" default to the **.doc** file format of "Microsoft Word..".

Make "LibreOffice Calc" default to the **.xls** file format of "Microsoft Excel.." and

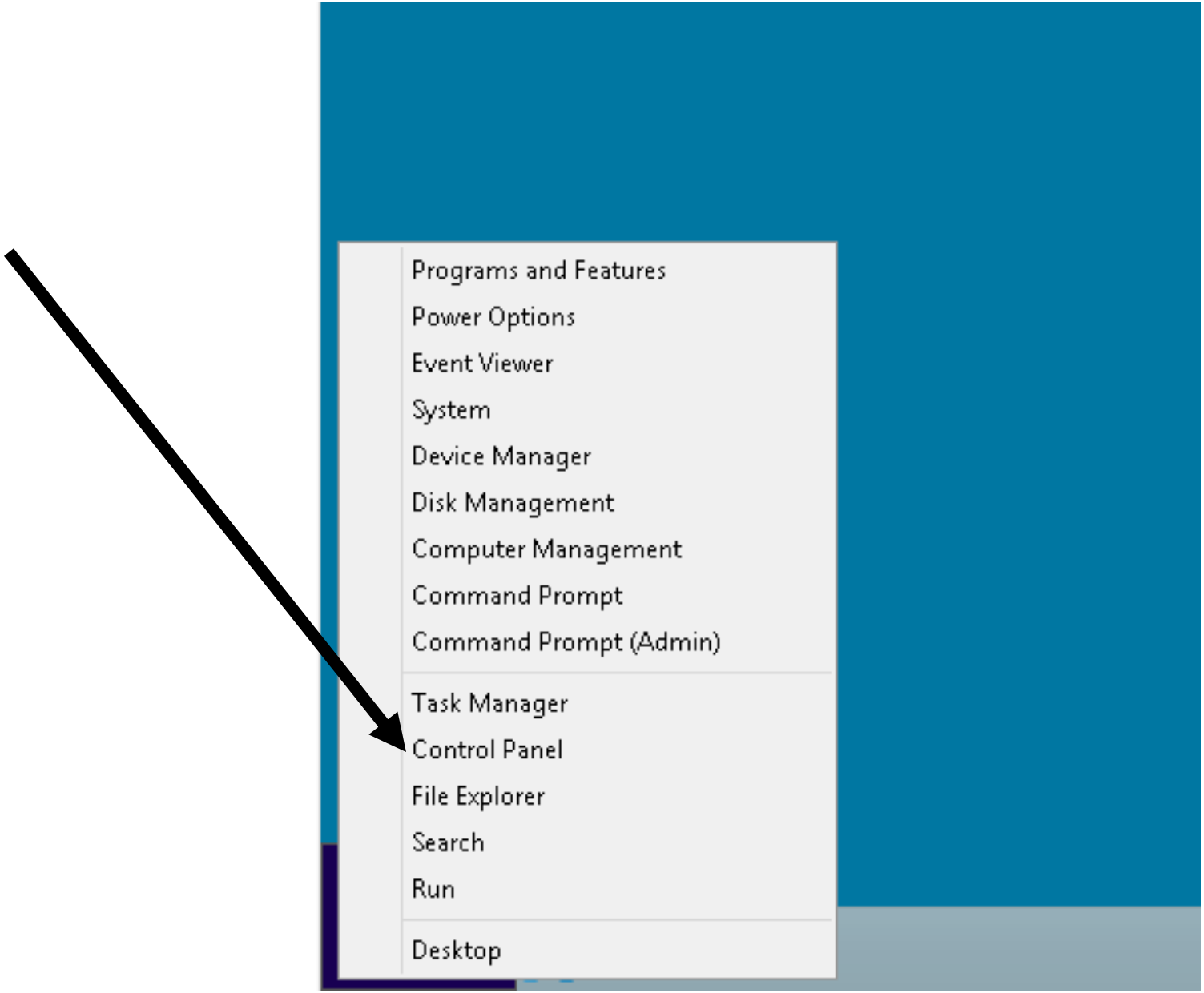
Make "LibreOffice Impress" default to the **.ppt** file format of "Microsoft PowerPoint.."

STEP-BY-STEP INSTRUCTIONS FOR SETTING THE DEFAULT FILE FORMATS OF "LIBREOFFICE"

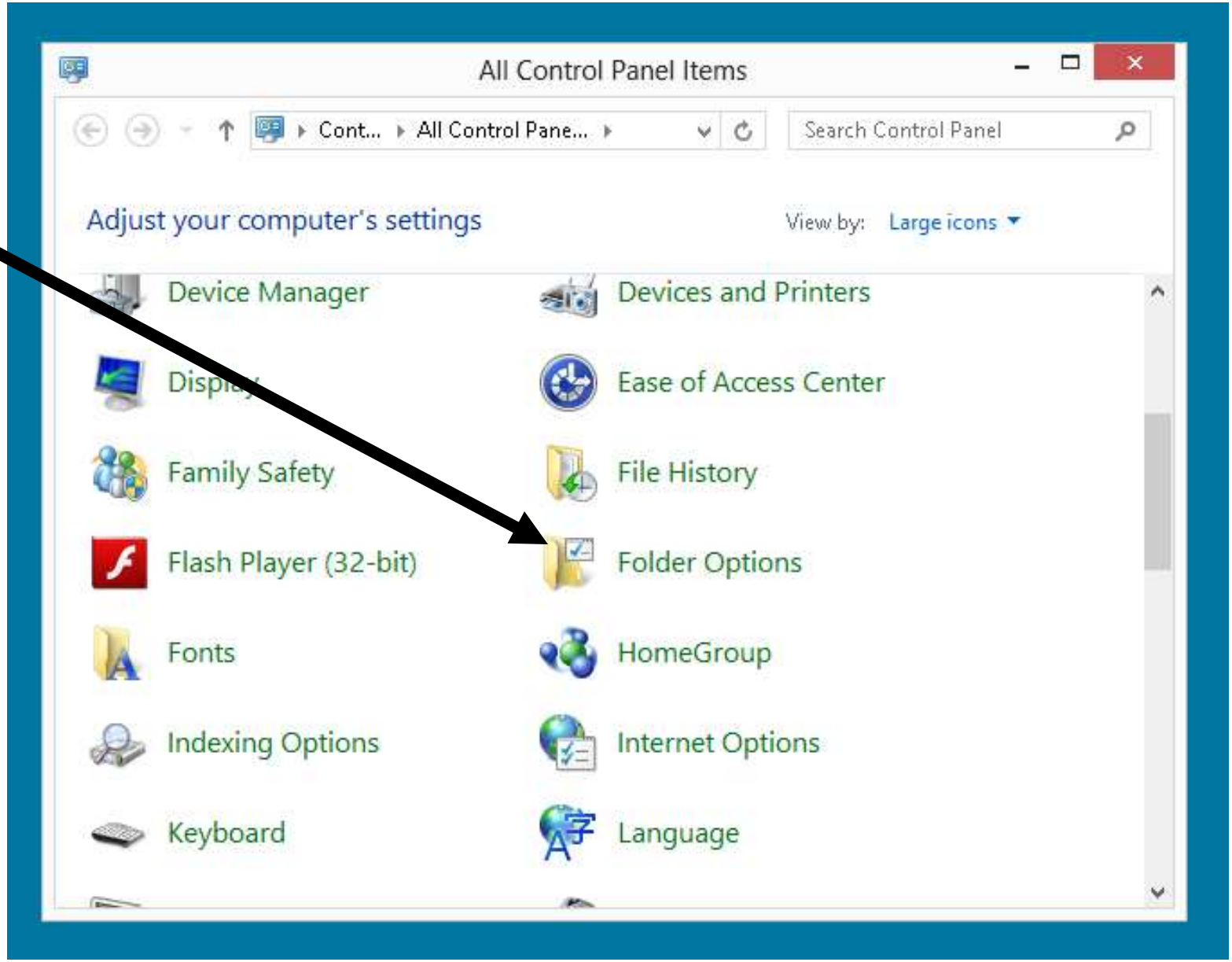
- Step 1: Start the "Control Panel".

  If you are running "Windows XP", "Windows Vista", or "Windows 7", click on the "Start" button, then click on "Control Panel".

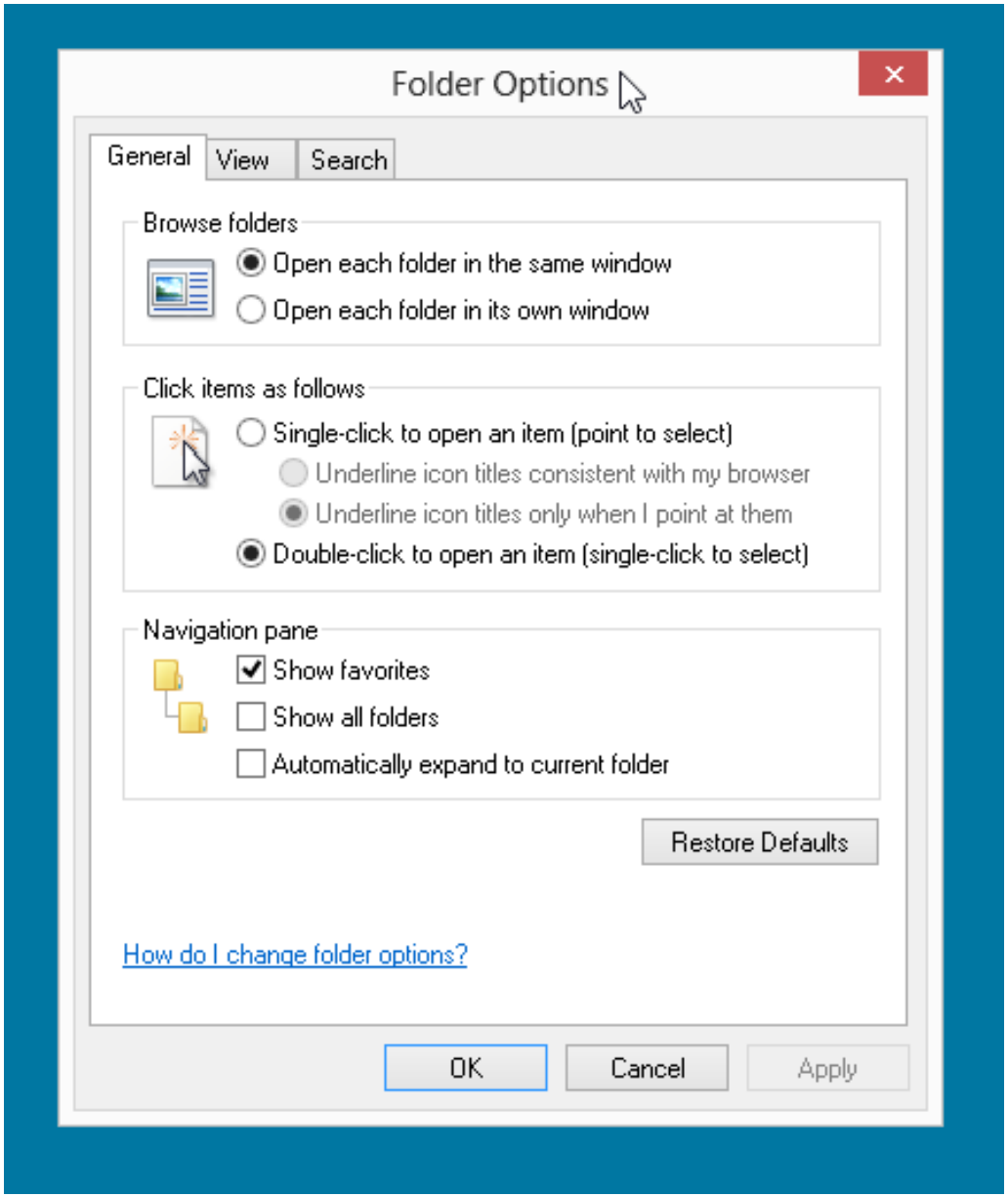
  If you are running "Windows 8", use the keyboard to press "Ctrl" + x, then click on "Control Panel" in the popup "Power Users" menu:


Programs and Features
Power Options
Event Viewer
System
Device Manager
Disk Management
Computer Management
Command Prompt
Command Prompt (Admin)
Task Manager
Control Panel
File Explorer
Search
Run
Desktop

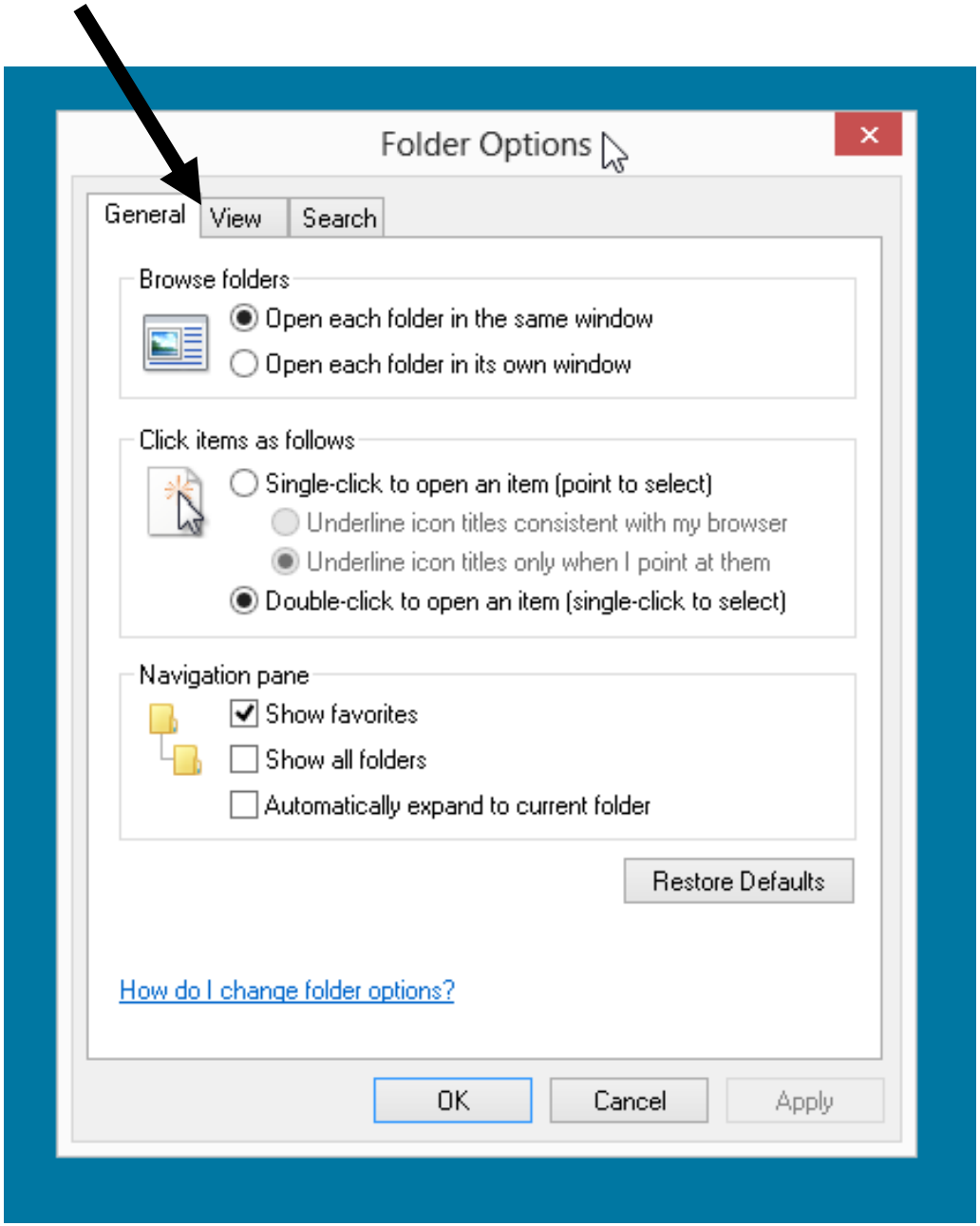
- Step 2: Double-click on "Folder Options" inside the "Control Panel".


All Control Panel Items
Cont... ▸ All Control Pane... ▸
Search Control Panel
Adjust your computer's settings
View by: Large icons
Device Manager
Devices and Printers
Display
Ease of Access Center
Family Safety
File History
Flash Player (32-bit)
Folder Options
Fonts
HomeGroup
Indexing Options
Internet Options
Keyboard
Language

- Step 3: A "Folder Options" box will be displayed:


Folder Options
General
View
Search
Browse folders
Open each folder in the same window
Open each folder in its own window
Click items as follows
Single-click to open an item (point to select)
Underline icon titles consistent with my browser
Underline icon titles only when I point at them
Double-click to open an item (single-click to select)
Navigation pane
Show favorites
Show all folders
Automatically expand to current folder
Restore Defaults
How do I change folder options?
OK
Cancel
Apply

- Step 4: Click on the "View" tab of the "Folder Options" box:


Folder Options
General
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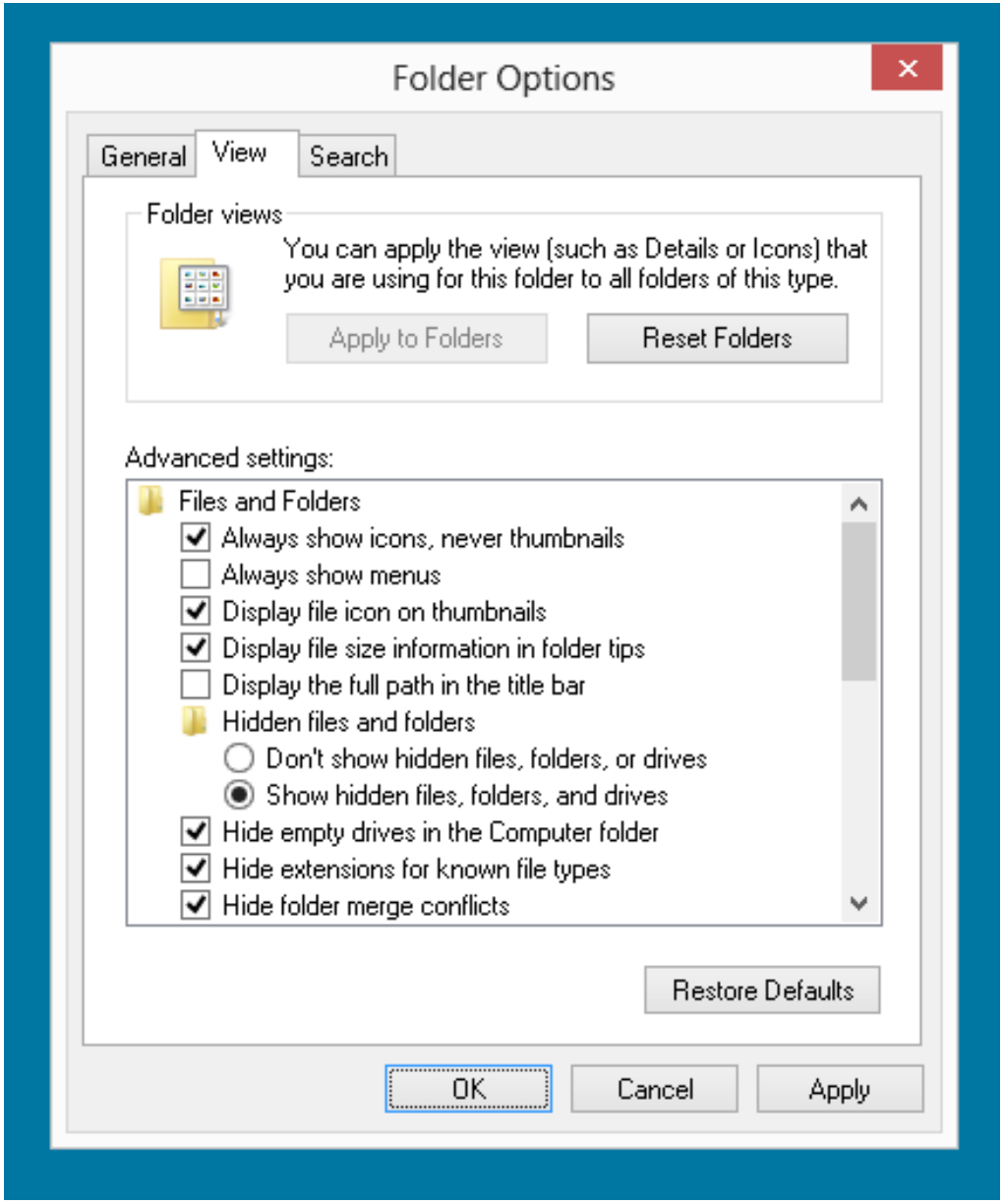
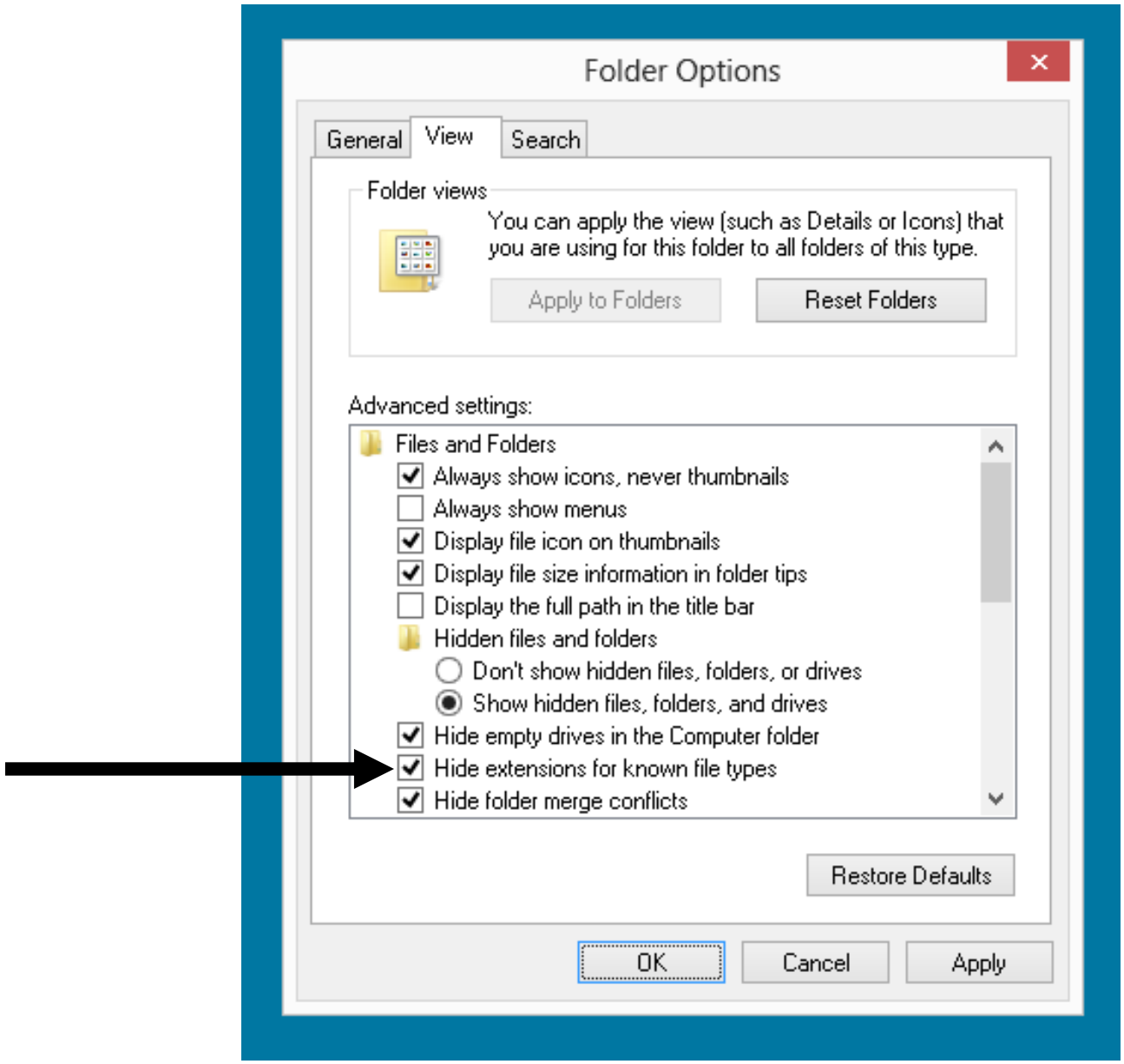
Open each folder in the same window
Open each folder in its own window
Click items as follows
Single-click to open an item (point to select)
Underline icon titles consistent with my browser
Underline icon titles only when I point at them
Double-click to open an item (single-click to select)
Navigation pane
Show favorites
Show all folders
Automatically expand to current folder
Restore Defaults
How do I change folder options?
OK
Cancel
Apply

- Step 5: The "View" tab of the "Folder Options" box will be displayed:


Folder Options
General
View
Search
Folder views
You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.
Apply to Folders
Reset Folders
Advanced settings:
Files and Folders
Always show icons, never thumbnails
Always show menus
Display file icon on thumbnails
Display file size information in folder tips
Display the full path in the title bar
Hidden files and folders
Don't show hidden files, folders, or drives
Show hidden files, folders, and drives
Hide empty drives in the Computer folder
Hide extensions for known file types
Hide folder merge conflicts
Restore Defaults
OK
Cancel
Apply

- Step 6:
  If there is a checkmark for "Hide extensions for known file types", click on it to get rid of it.
  If there is no checkmark for "Hide extensions for know file types", go to "Step 11".


Folder Options
General
View
Search
Folder views
You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.
Apply to Folders
Reset Folders
Advanced settings:
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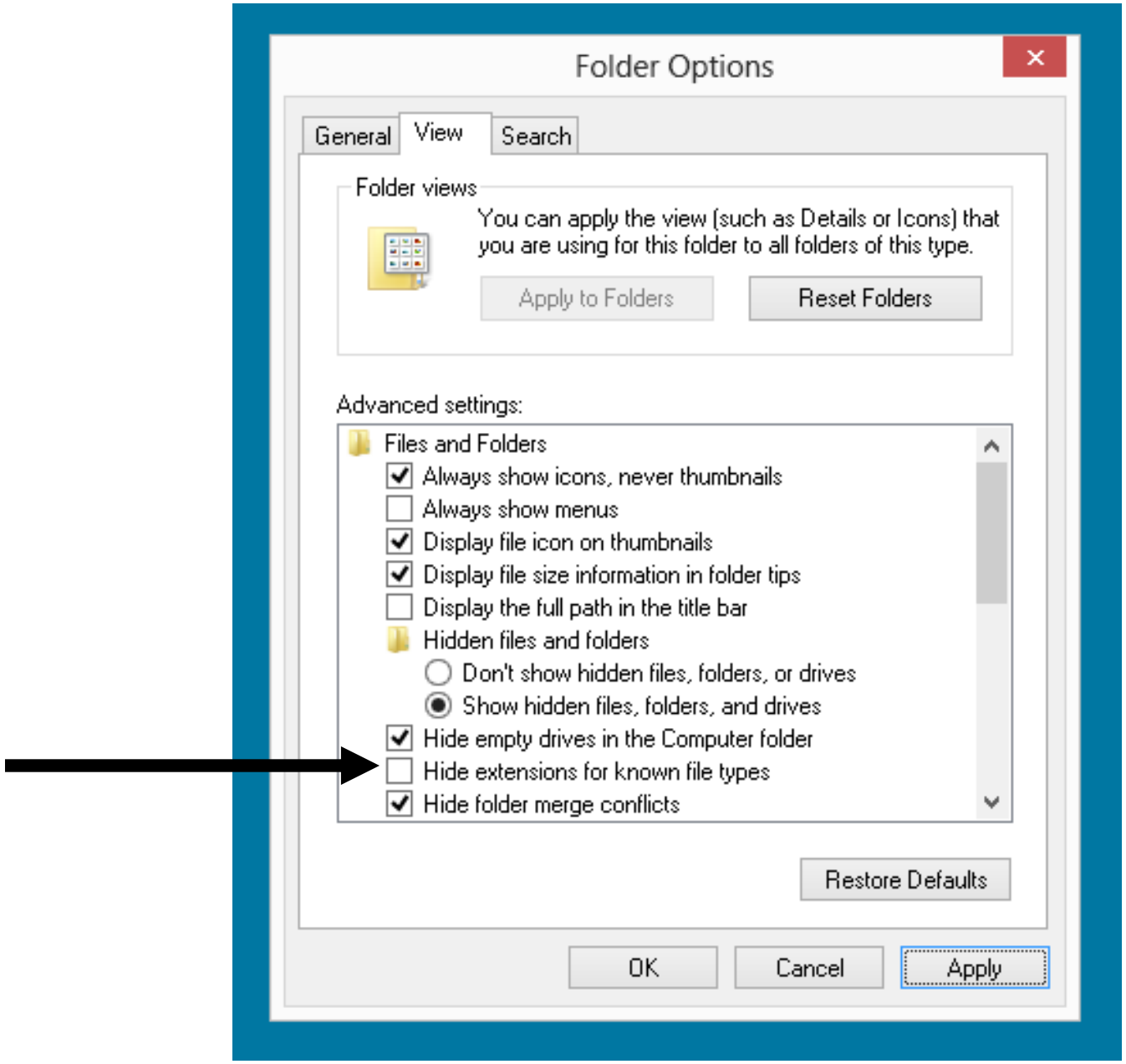
Show hidden files, folders, and drives
Hide empty drives in the Computer folder
Hide extensions for known file types
Hide folder merge conflicts
Restore Defaults
OK
Cancel
Apply


Folder Options
General
View
Search
Folder views
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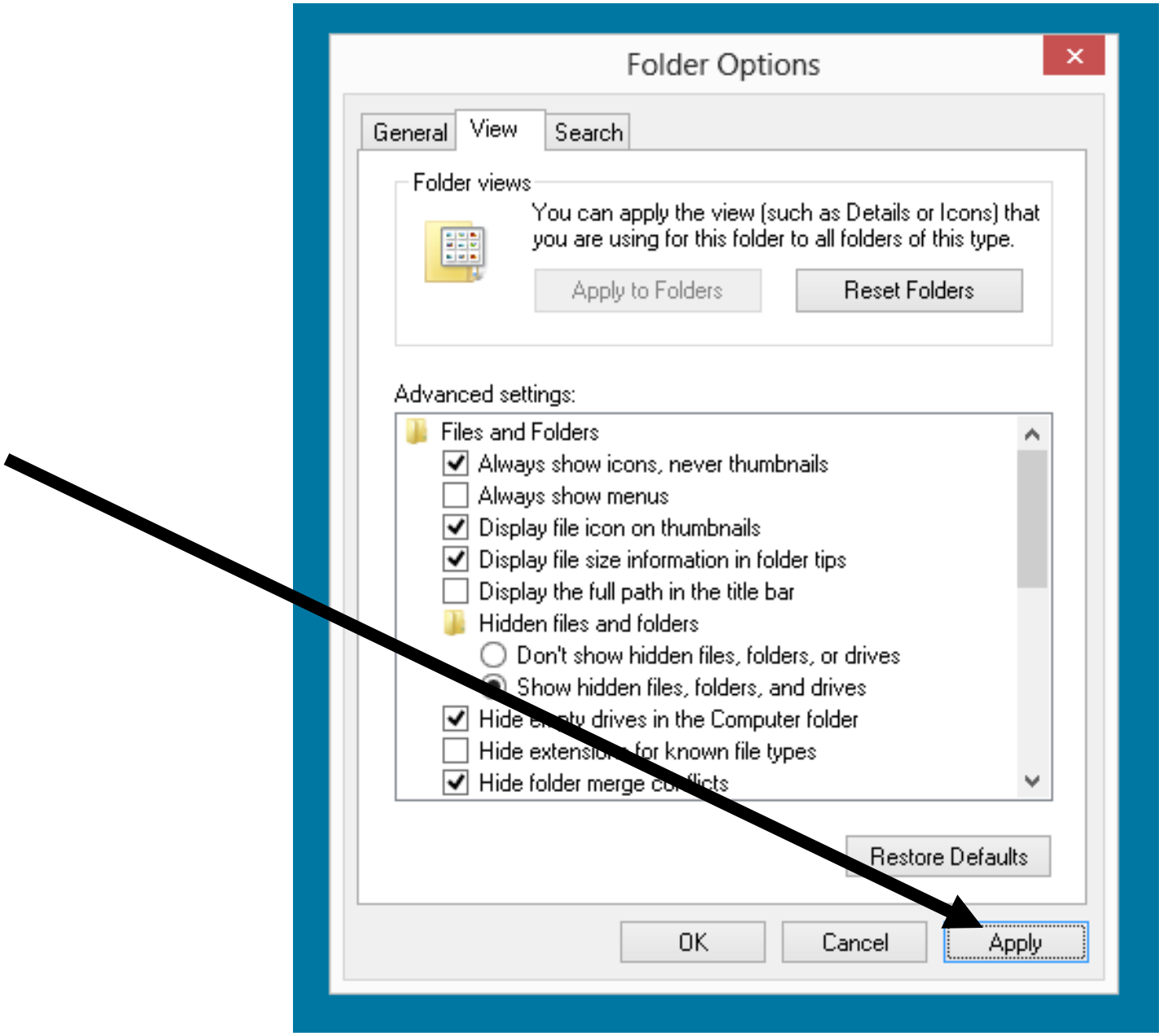
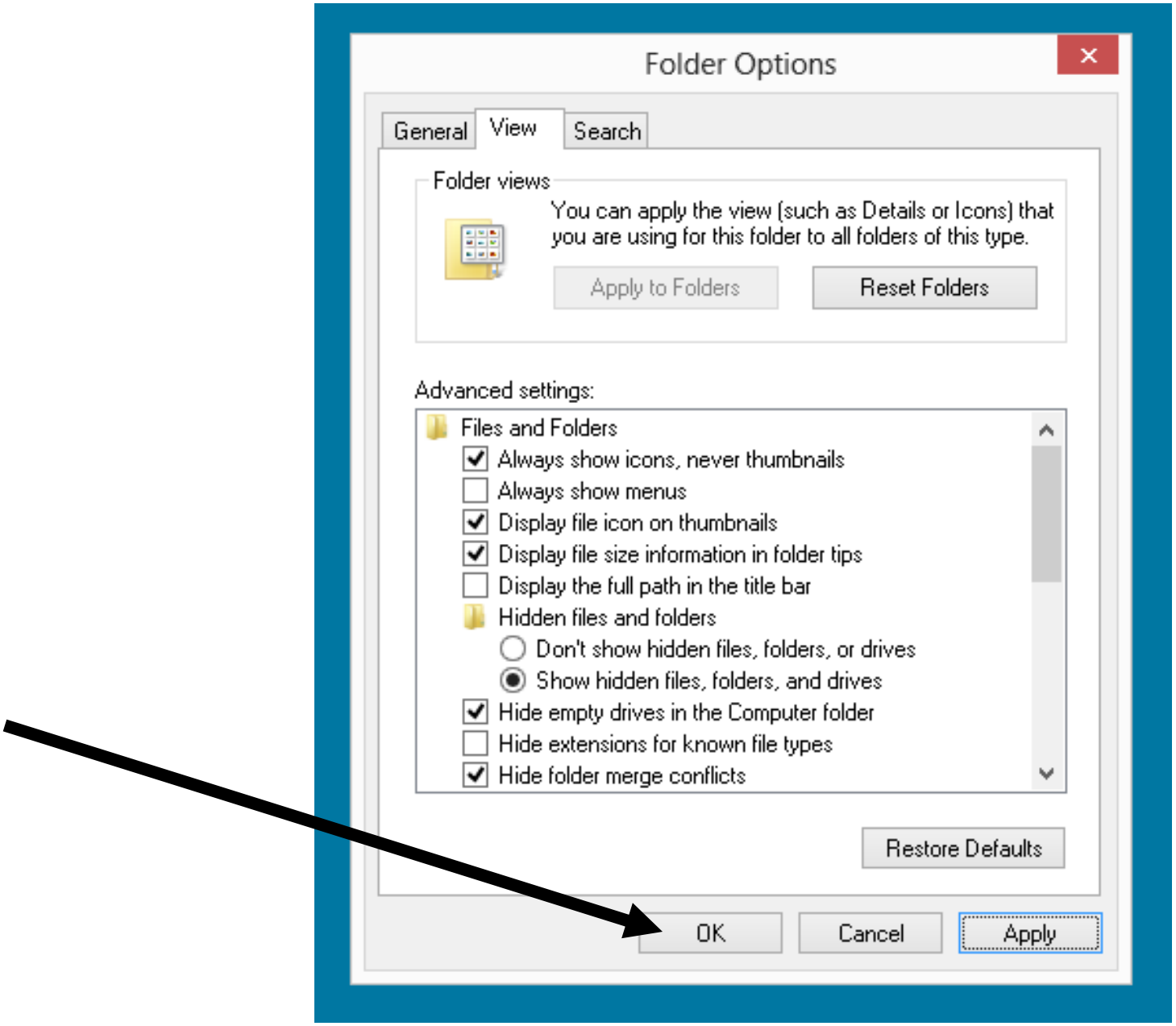
Hidden files and folders
Don't show hidden files, folders, or drives
Show hidden files, folders, and drives
Hide empty drives in the Computer folder
Hide extensions for known file types
Hide folder merge conflicts
Restore Defaults
OK
Cancel
Apply

- Step 7: Click on the "Apply" button:

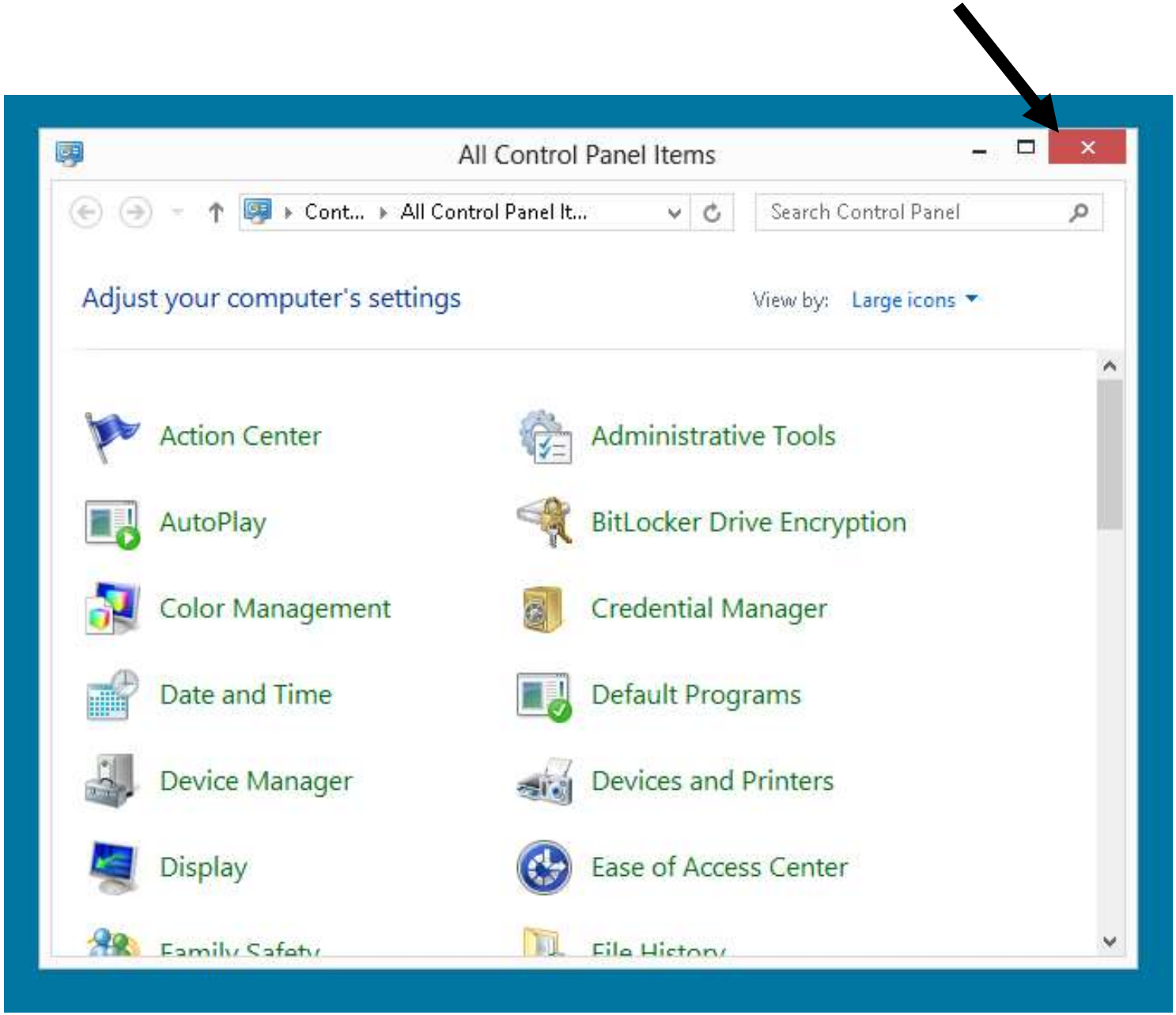

Folder Options
General
View
Search
Folder views
You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.
Apply to Folders
Reset Folders
Advanced settings:
Files and Folders
Always show icons, never thumbnails
Always show menus
Display file icon on thumbnails
Display file size information in folder tips
Display the full path in the title bar
Hidden files and folders
Don't show hidden files, folders, or drives
Show hidden files, folders, and drives
Hide drives in the Computer folder
Hide extensions for known file types
Hide folder merge conflicts
Restore Defaults
OK
Cancel
Apply

- Step 8: Click on the "OK" button:

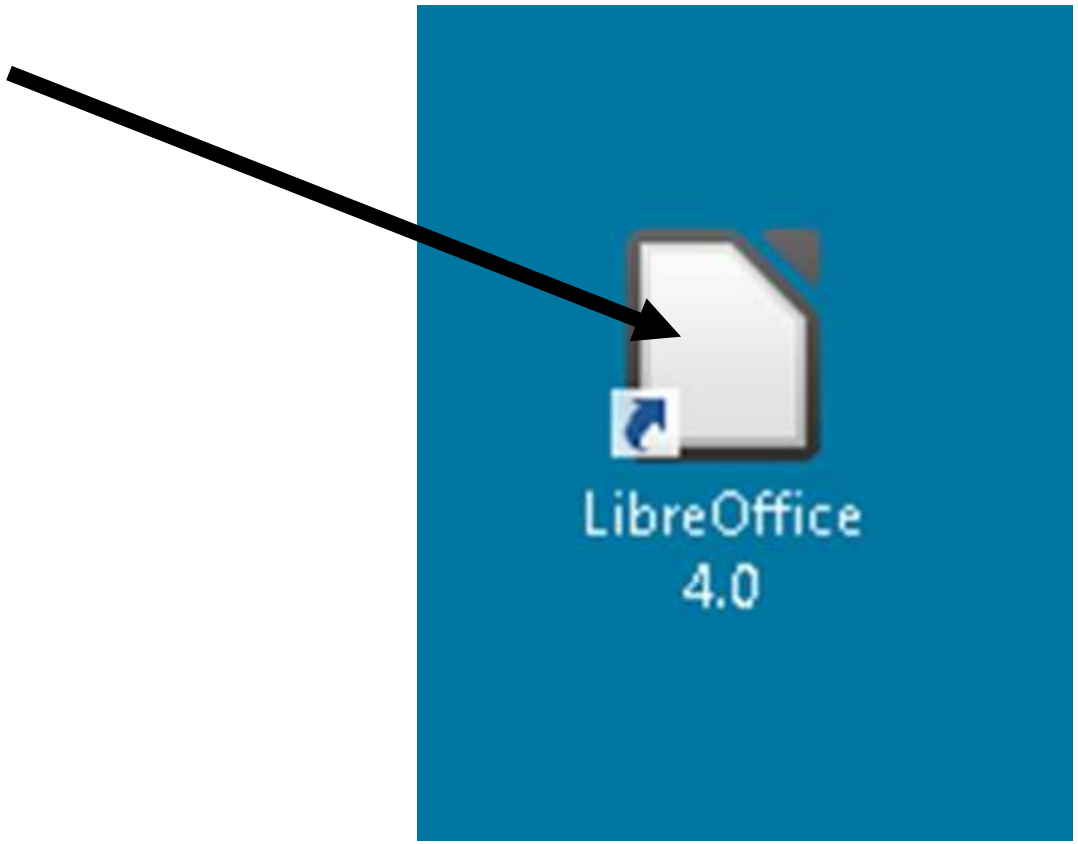

Folder Options
General
View
Search
Folder views
You can apply the view (such as Details or Icons) that you are using for this folder to all folders of this type.
Apply to Folders
Reset Folders
Advanced settings:
Files and Folders
Always show icons, never thumbnails
Always show menus
Display file icon on thumbnails
Display file size information in folder tips
Display the full path in the title bar
Hidden files and folders
Don't show hidden files, folders, or drives
Show hidden files, folders, and drives
Hide empty drives in the Computer folder
Hide extensions for known file types
Hide folder merge conflicts
Restore Defaults
OK
Cancel
Apply

- Step 9: The "Folder Options" box will disappear:

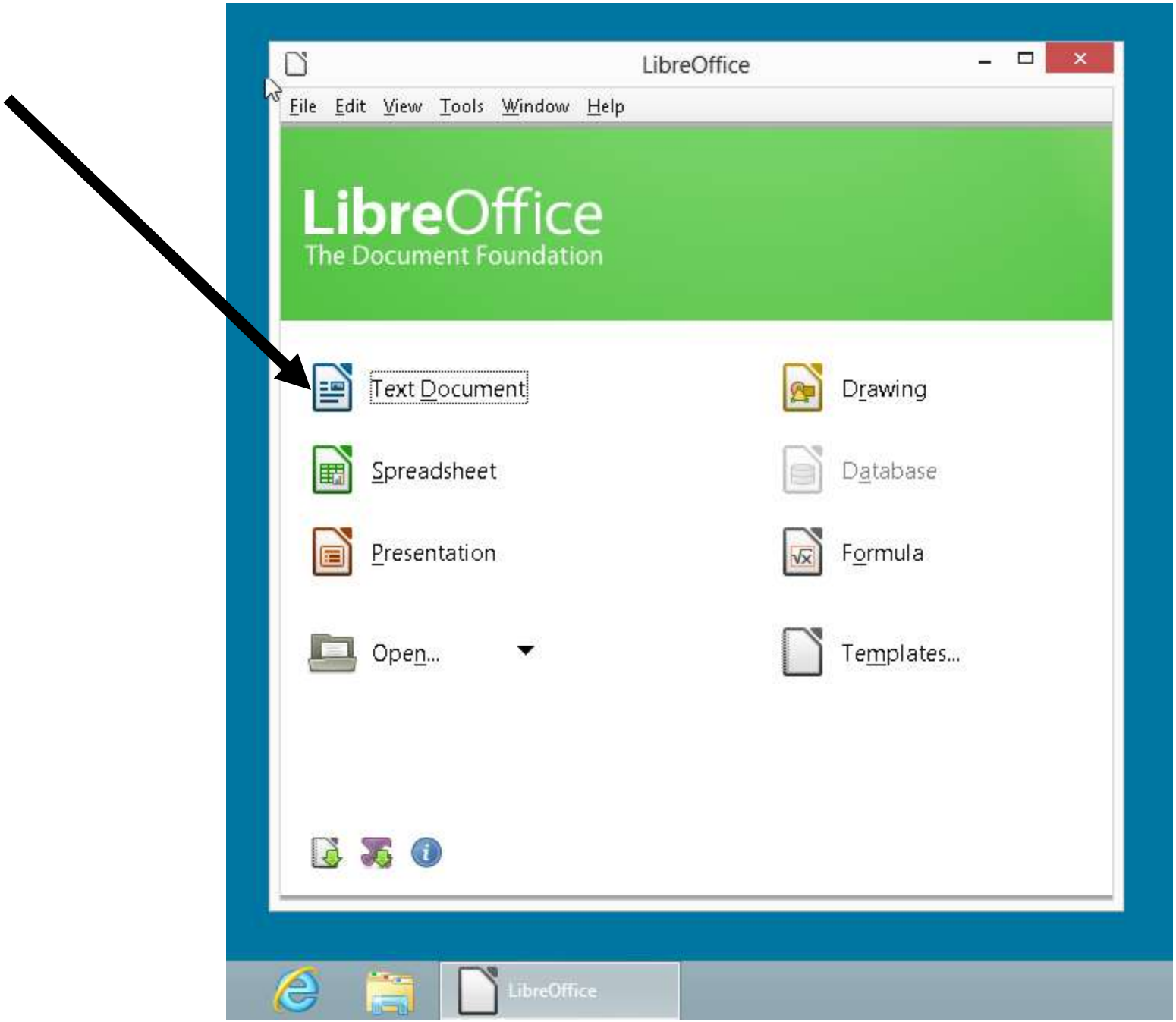
- Step 10: Click on the "x" button in the upper-right corner of the "Control Panel" window in order to make the "Control Panel" window disappear:


All Control Panel Items
Cont... ▸ All Control Panel It...
Search Control Panel
Adjust your computer's settings
View by: Large icons
Action Center
Administrative Tools
AutoPlay
BitLocker Drive Encryption
Color Management
Credential Manager
Date and Time
Default Programs
Device Manager
Devices and Printers
Display
Ease of Access Center
Family Safety
File History

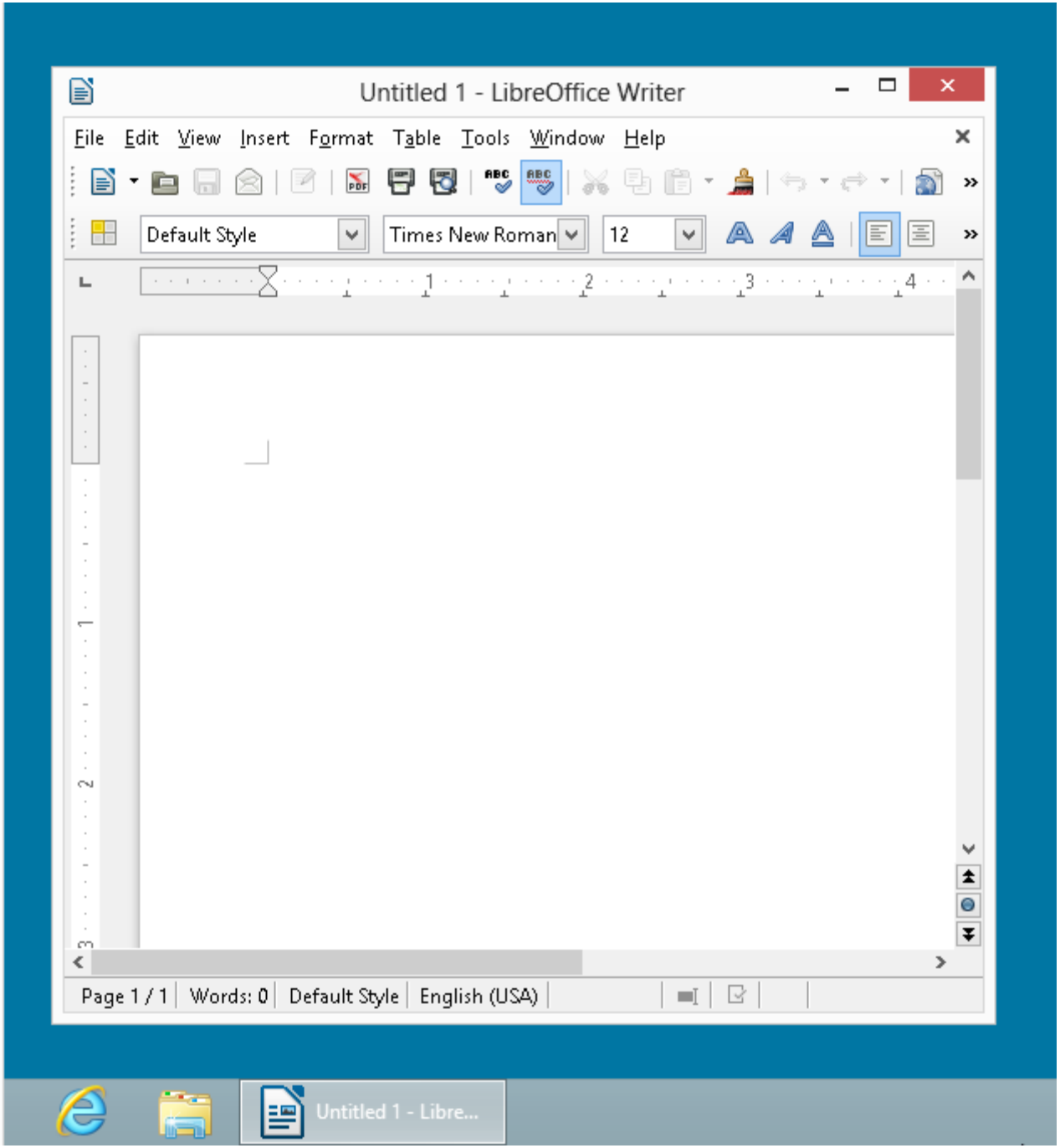
- Step 11: Start "LibreOffice" by double-clicking on it's shortcut on the Desktop:



- Step 12: Click on "Text Document":

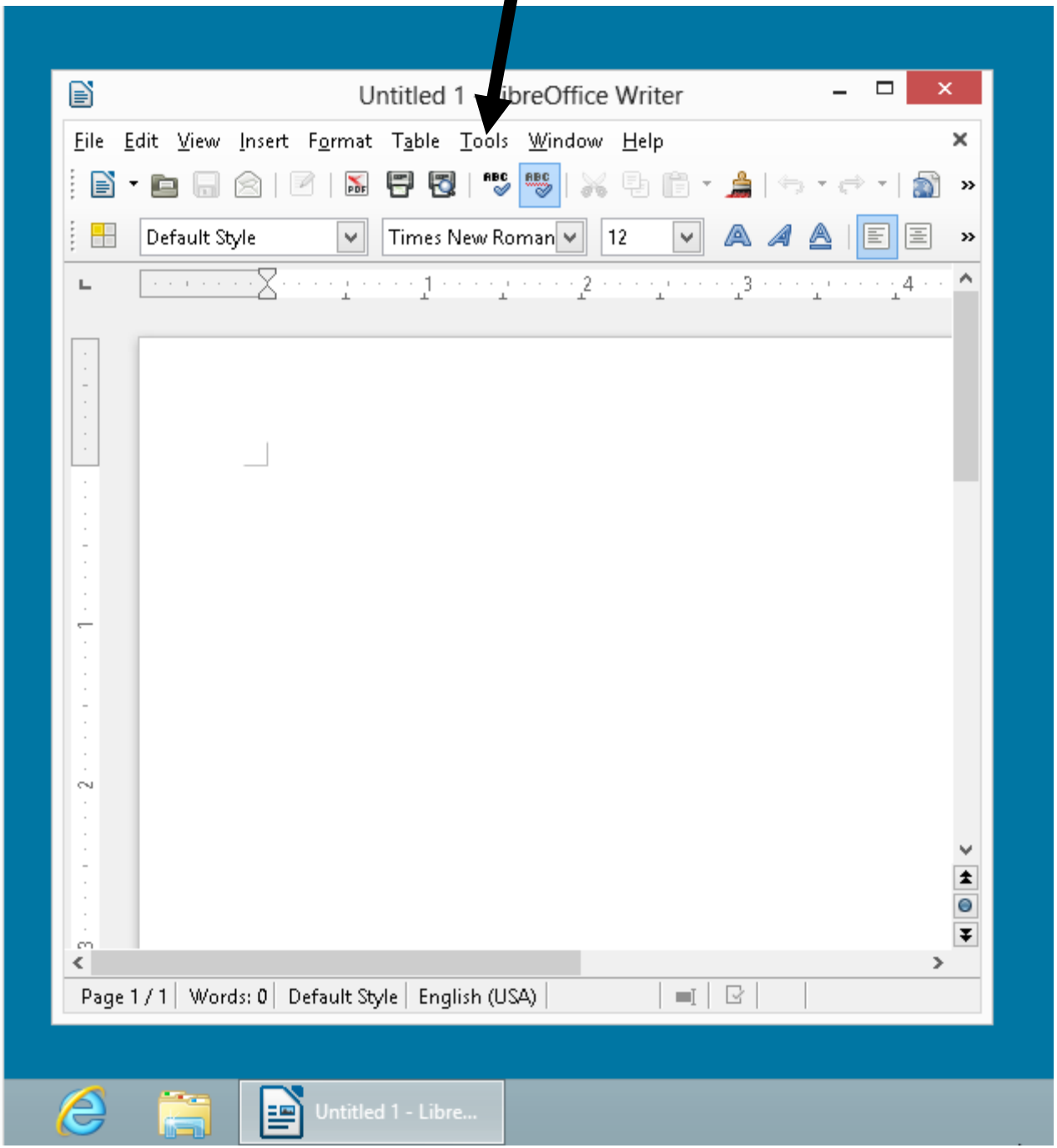

LibreOffice
File Edit View Tools Window Help
LibreOffice
The Document Foundation
Text Document
Drawing
Spreadsheet
Database
Presentation
Formula
Open...
Templates...
LibreOffice

- Step 13: The "LibreOffice" window will become a "LibreOffice Writer" window:

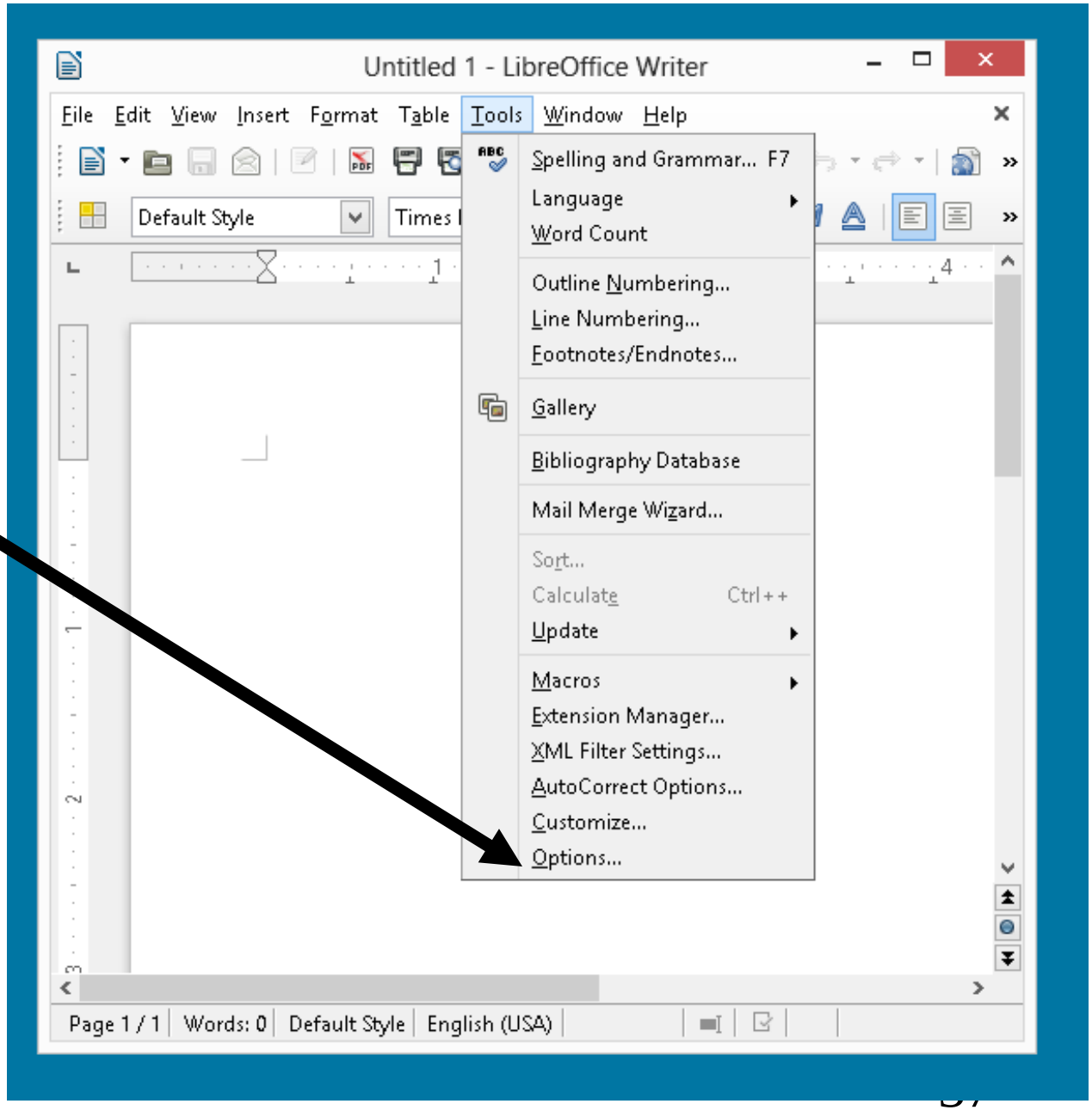

Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Times New Roman
12
Page 1 / 1
Words: 0
Default Style
English (USA)
Untitled 1 - Libre...

- (Steps 14 through 23 set the default file format of "LibreOffice Writer" to the .doc file format of "Microsoft Word..")

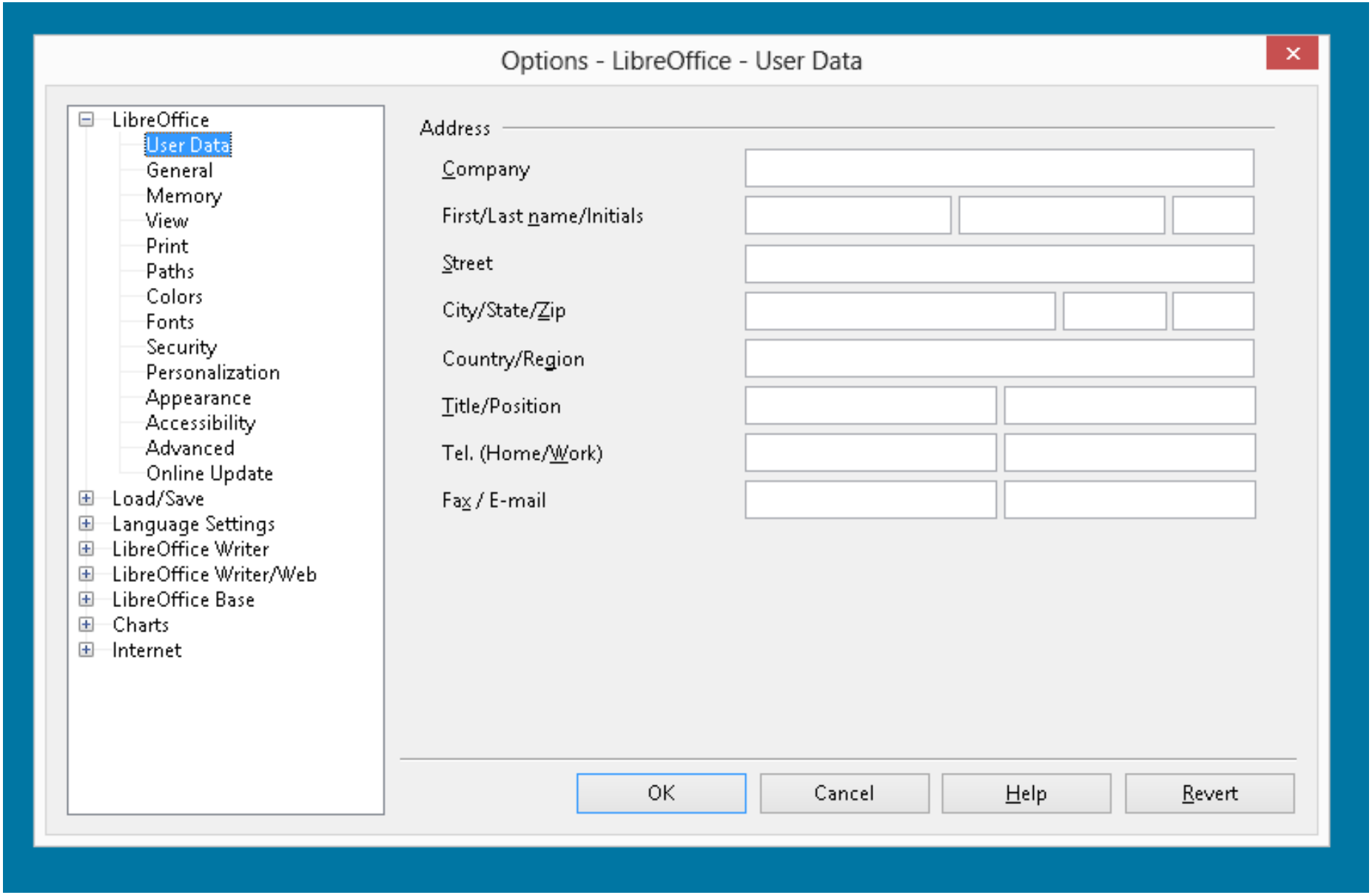
- Step 14: Click on "Tools" on the Menu bar:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Times New Roman
12
Page 1 / 1
Words: 0
Default Style
English (USA)
Untitled 1 - Libre...

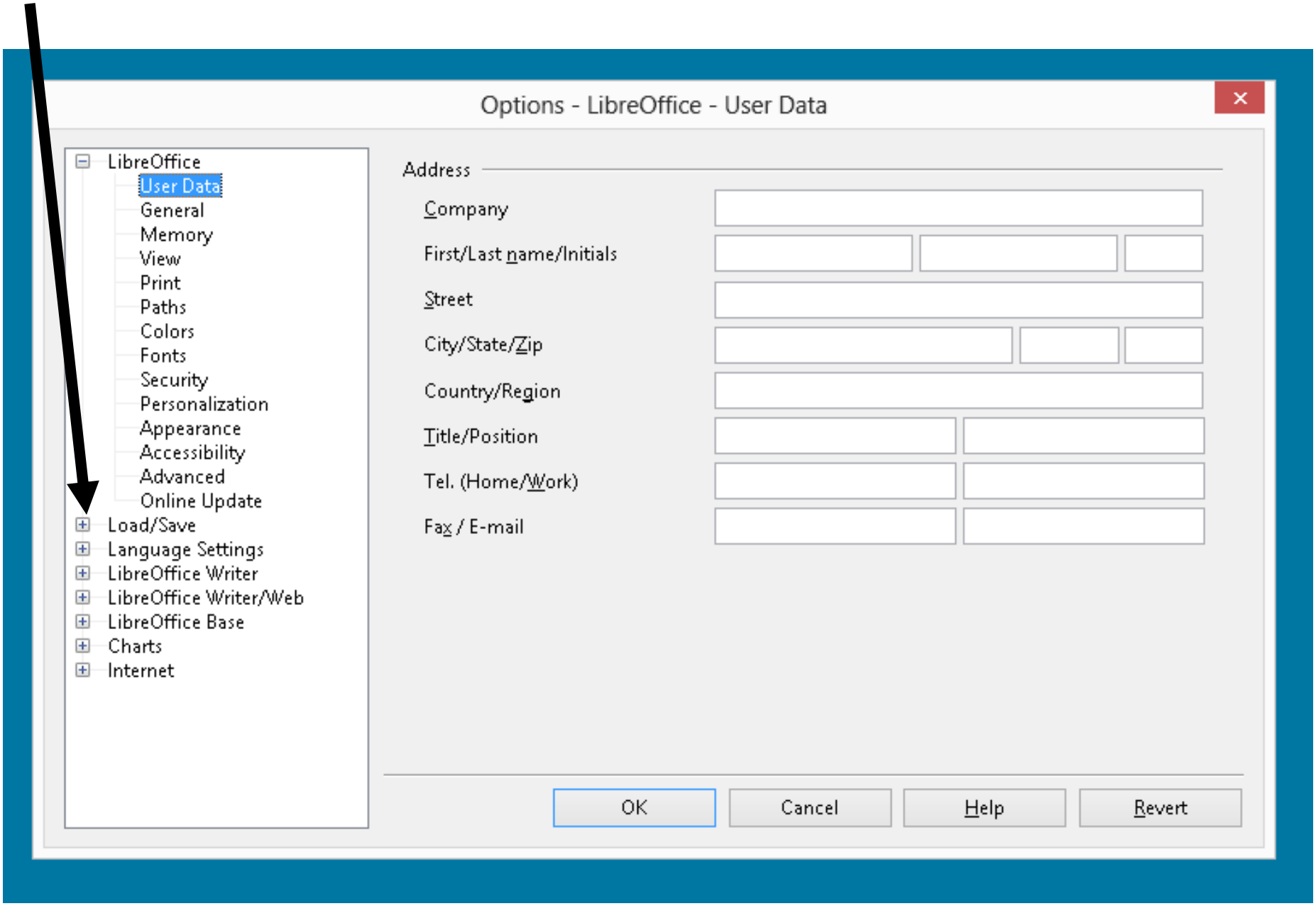
- Step 15: Click on "Options..." on the pull-down menu:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Spelling and Grammar... F7
Language
Word Count
Outline Numbering...
Line Numbering...
Footnotes/Endnotes...
Gallery
Bibliography Database
Mail Merge Wizard...
Sort...
Calculate Ctrl++
Update
Macros
Extension Manager...
XML Filter Settings...
AutoCorrect Options...
Customize...
Options...
Page 1 / 1
Words: 0
Default Style
English (USA)

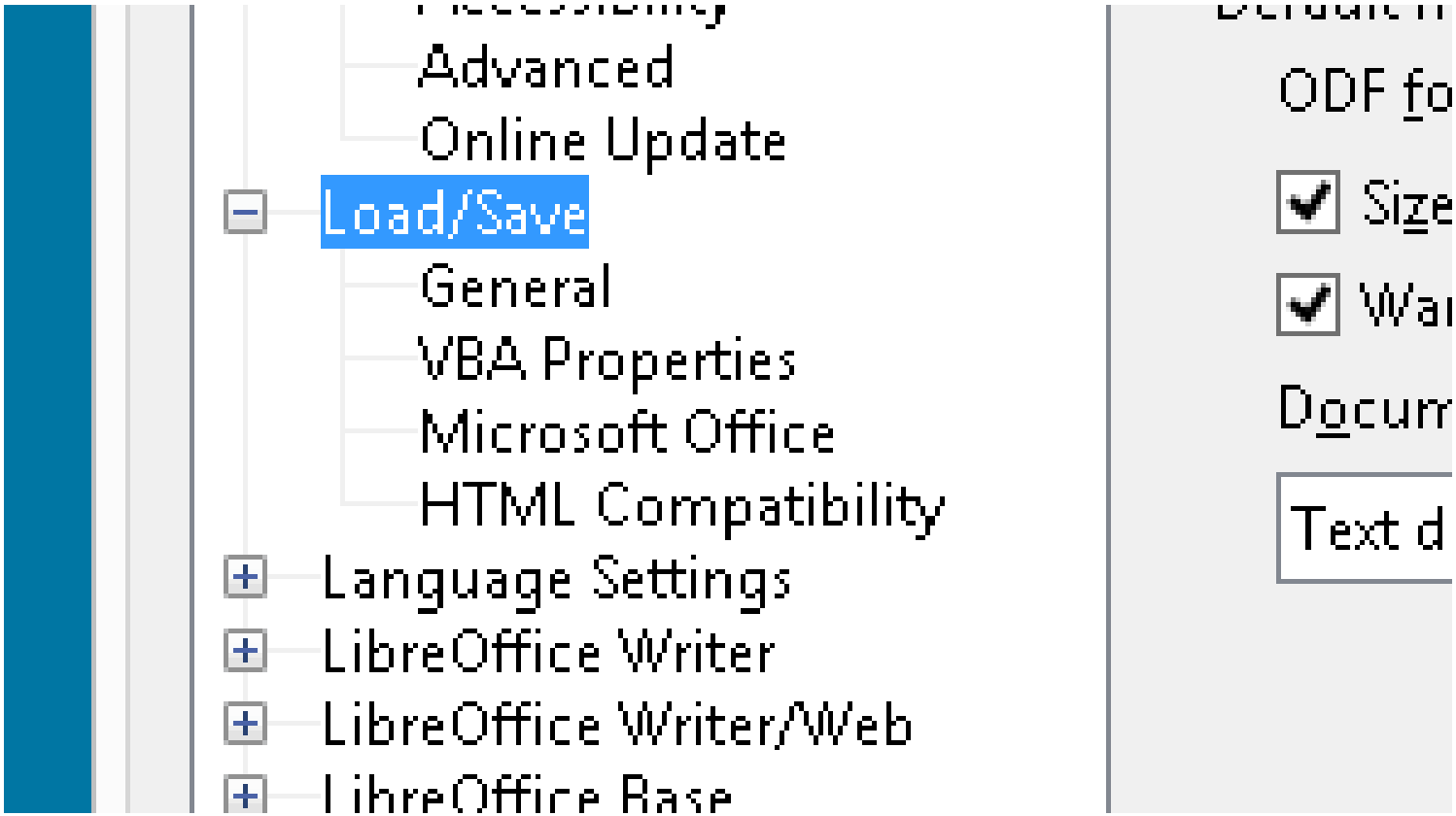
- Step 16: An "Options - LibreOffice User Data" box will be displayed:


Options - LibreOffice - User Data
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Address
Company
First/Last name/Initials
Street
City/State/Zip
Country/Region
Title/Position
Tel. (Home/Work)
Fax / E-mail
OK
Cancel
Help
Revert

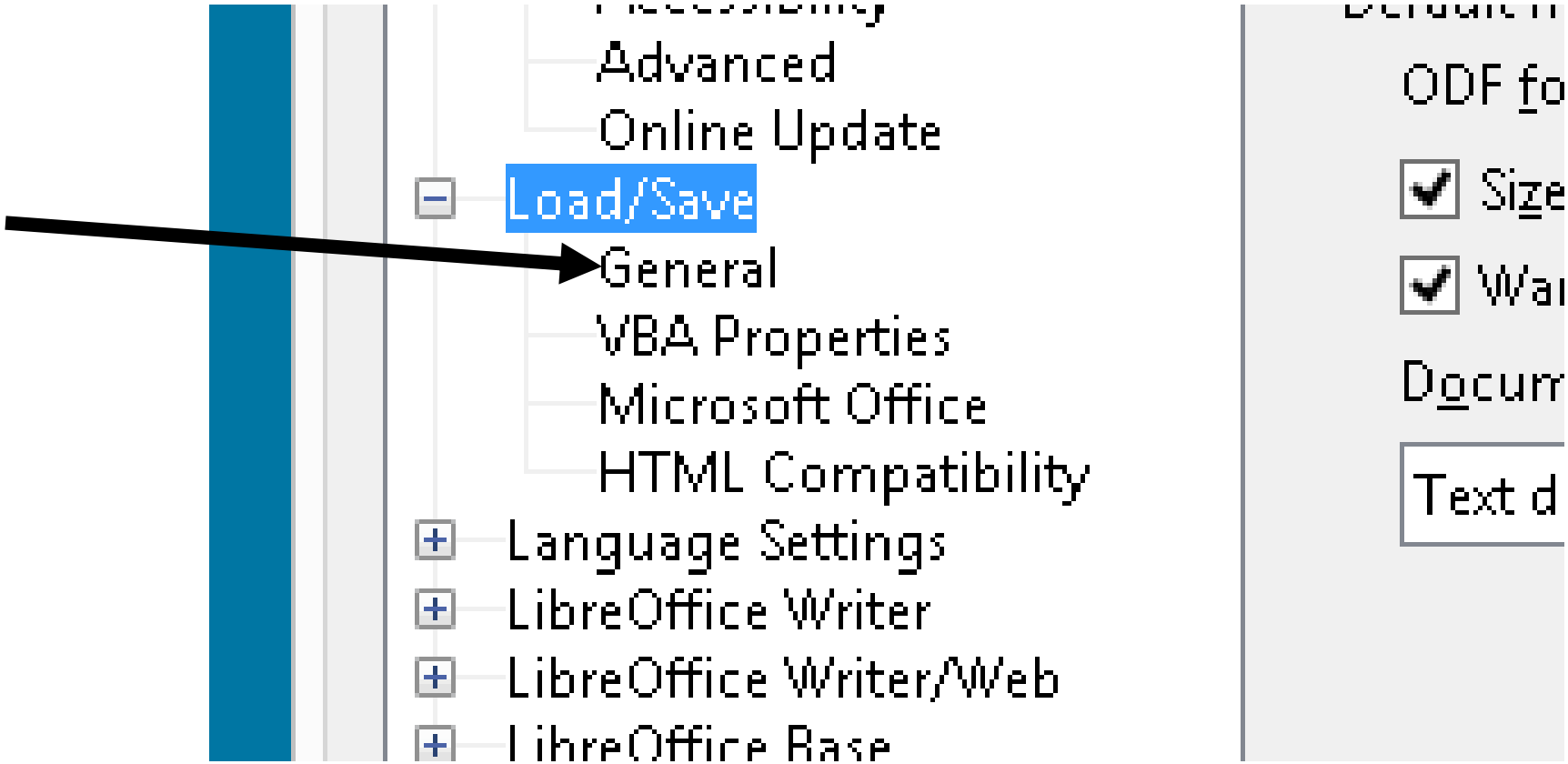
- Step 17: Click on the "+" box to the left of "Load/Save":


Options - LibreOffice - User Data
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Address
Company
First/Last name/Initials
Street
City/State/Zip
Country/Region
Title/Position
Tel. (Home/Work)
Fax / E-mail
OK
Cancel
Help
Revert

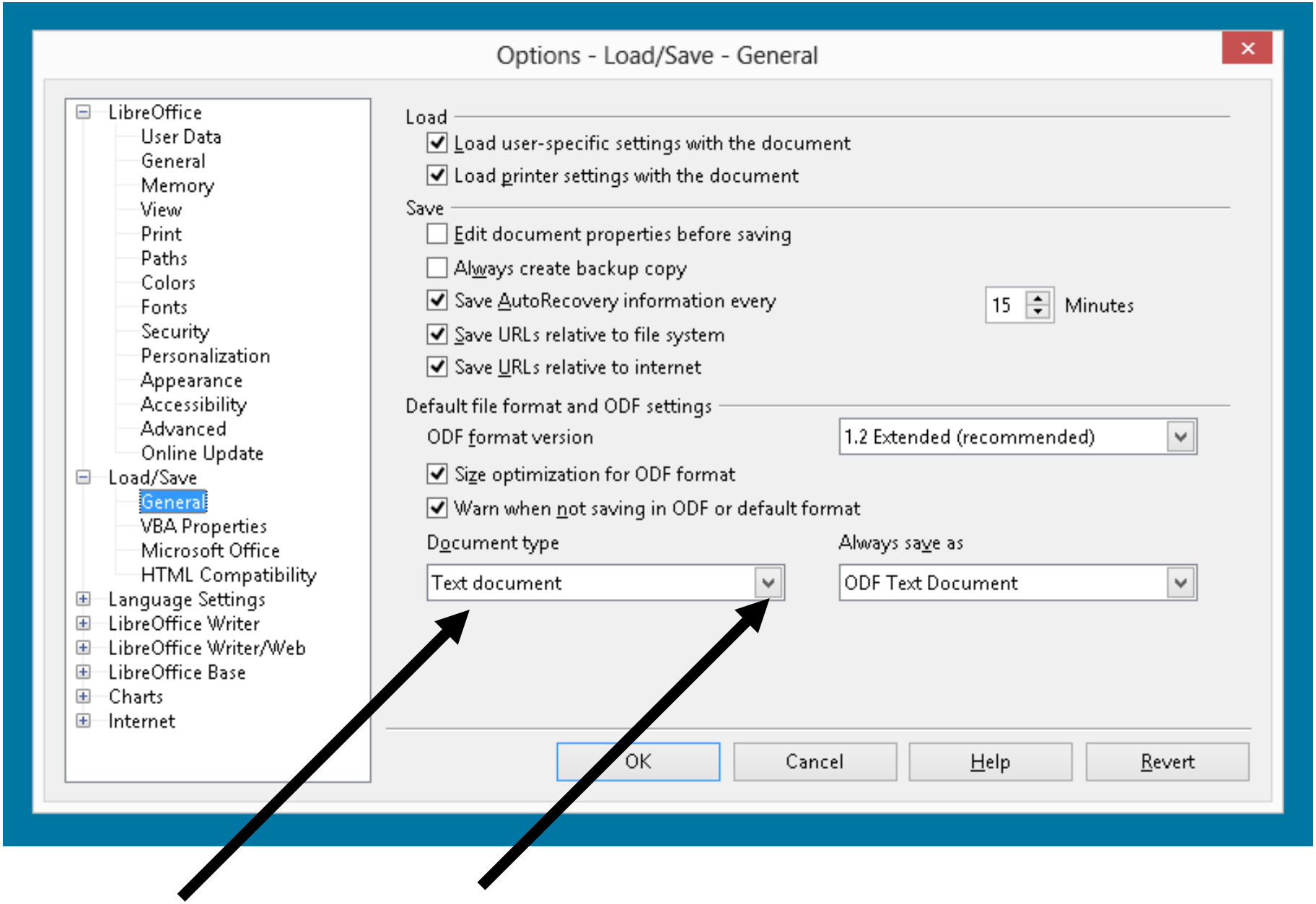
- Step 18: The "Load/Save" category will expand:


Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
ODF fo
Size
Wa
Docum
Text d

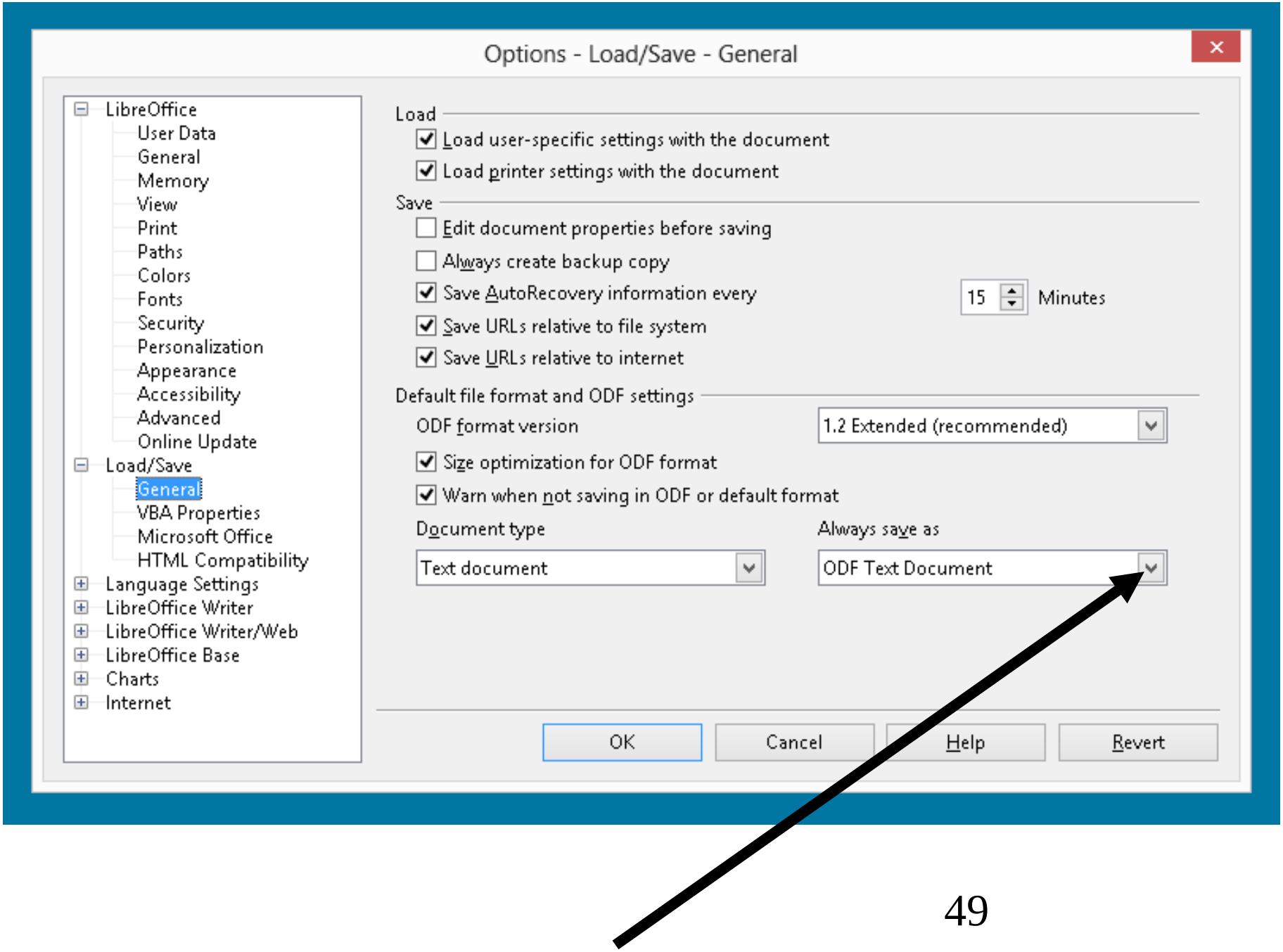
- Step 19: Click on "General" in the "Load/Save" category:

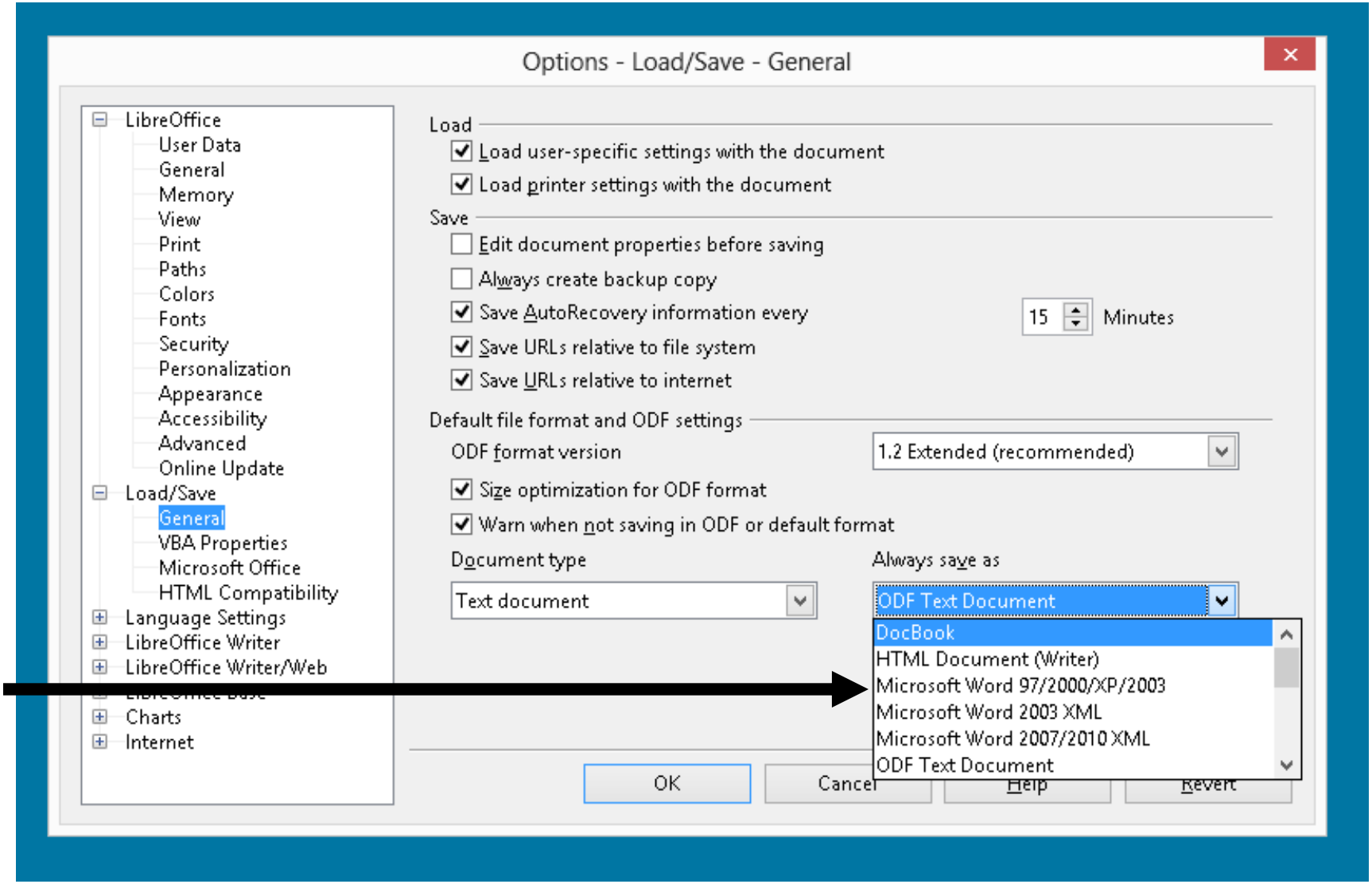

Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
ODF fo
Size
Wa
Docum
Text d

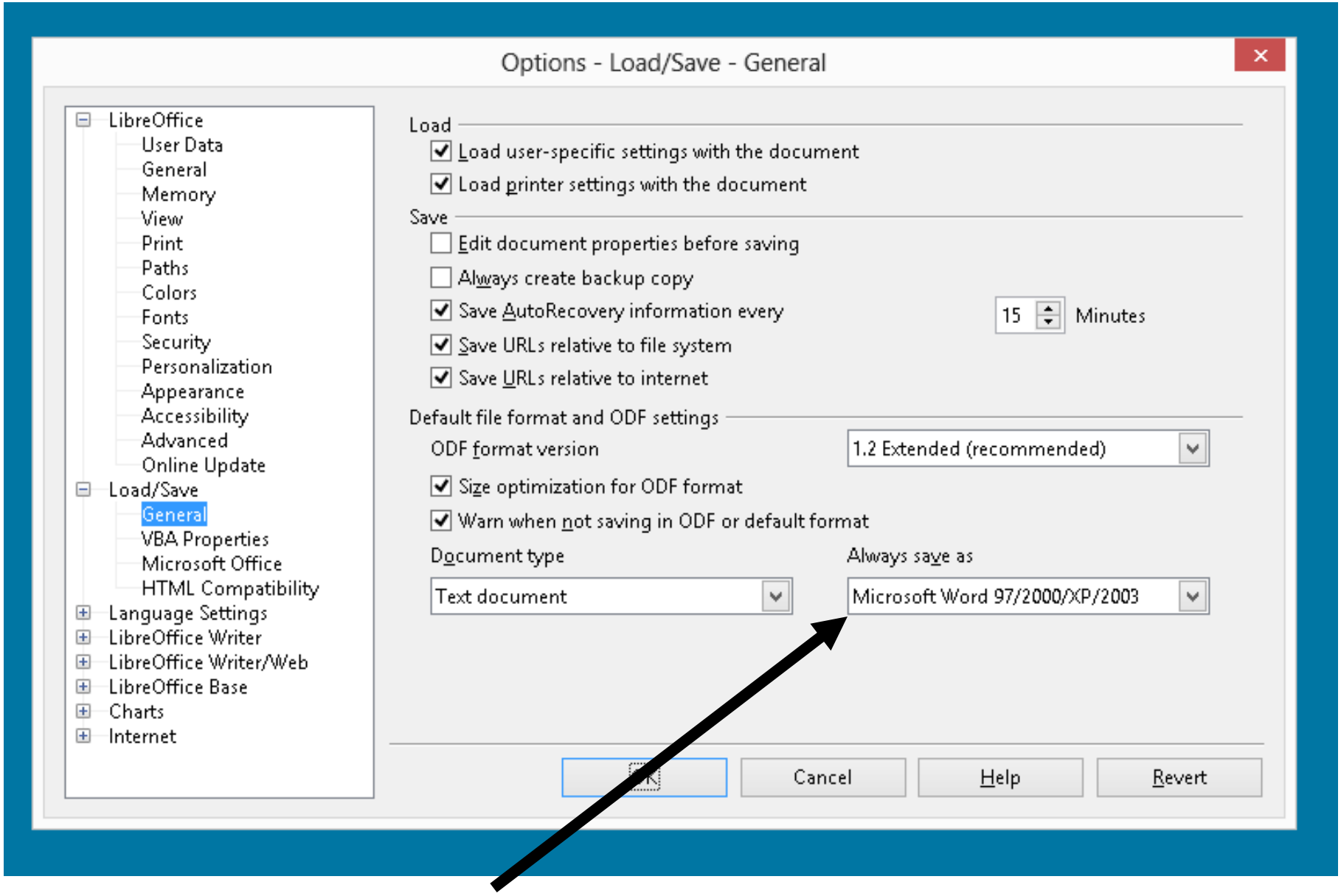
- Step 20: Make sure that "Document type" is set to "Text document". If "Document type" is not set to "Text document", use the drop-down list button to select "Text document":


Options - Load/Save - General
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
ODF Text Document
OK
Cancel
Help
Revert

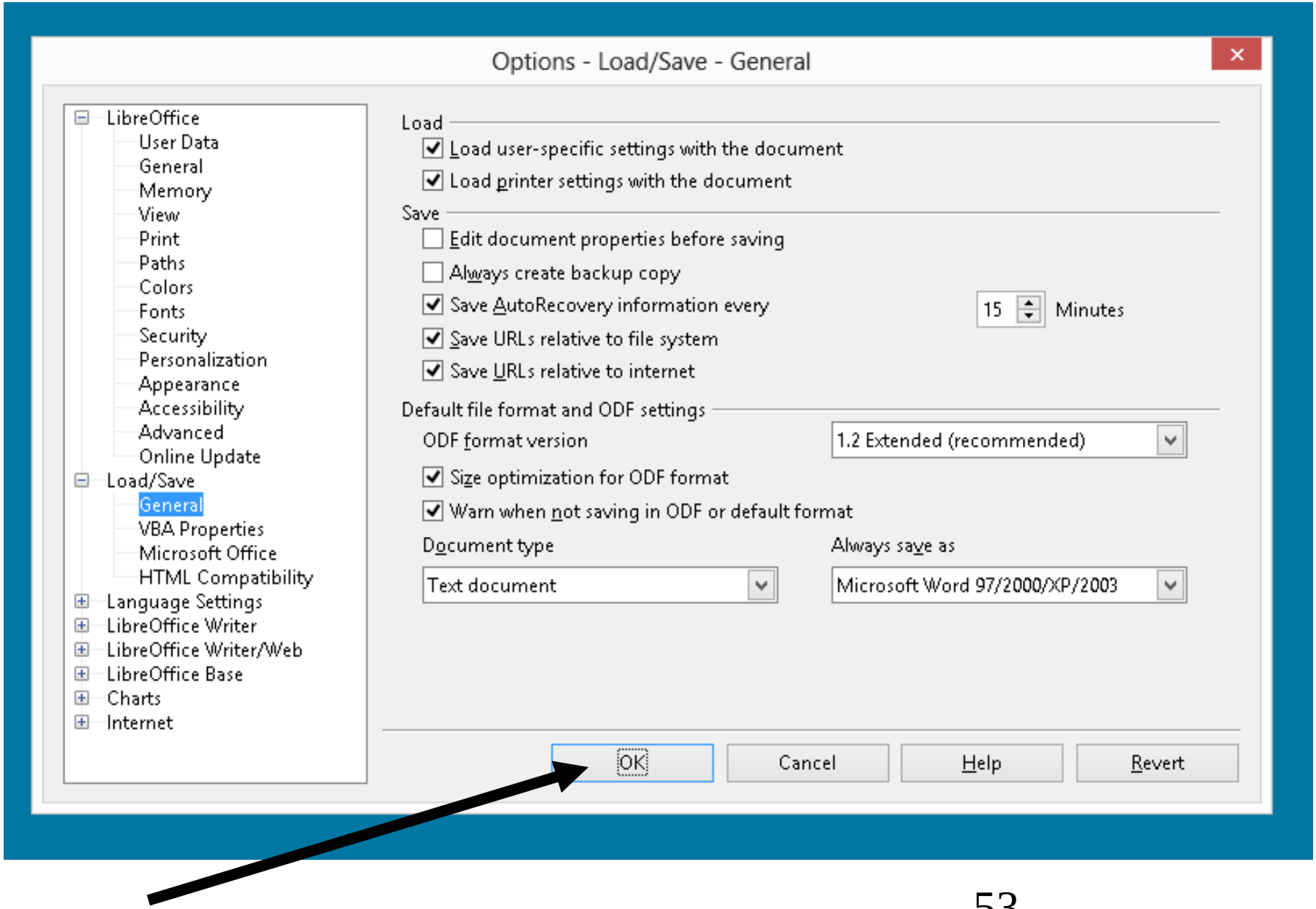
- Step 21: Set "Always save as" to "Microsoft Word 97/2000/XP/2003" format. (You will have to use the vertical scroll bar on the right edge of the drop-down list in order to scroll upward.)


Options - Load/Save - General
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
ODF Text Document
OK
Cancel
Help
Revert


Options - Load/Save - General
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Text document
Always save as
ODF Text Document
DocBook
HTML Document (Writer)
Microsoft Word 97/2000/XP/2003
Microsoft Word 2003 XML
Microsoft Word 2007/2010 XML
ODF Text Document
OK
Cancel
Help
Revert


Options - Load/Save - General
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
Microsoft Word 97/2000/XP/2003
OK
Cancel
Help
Revert

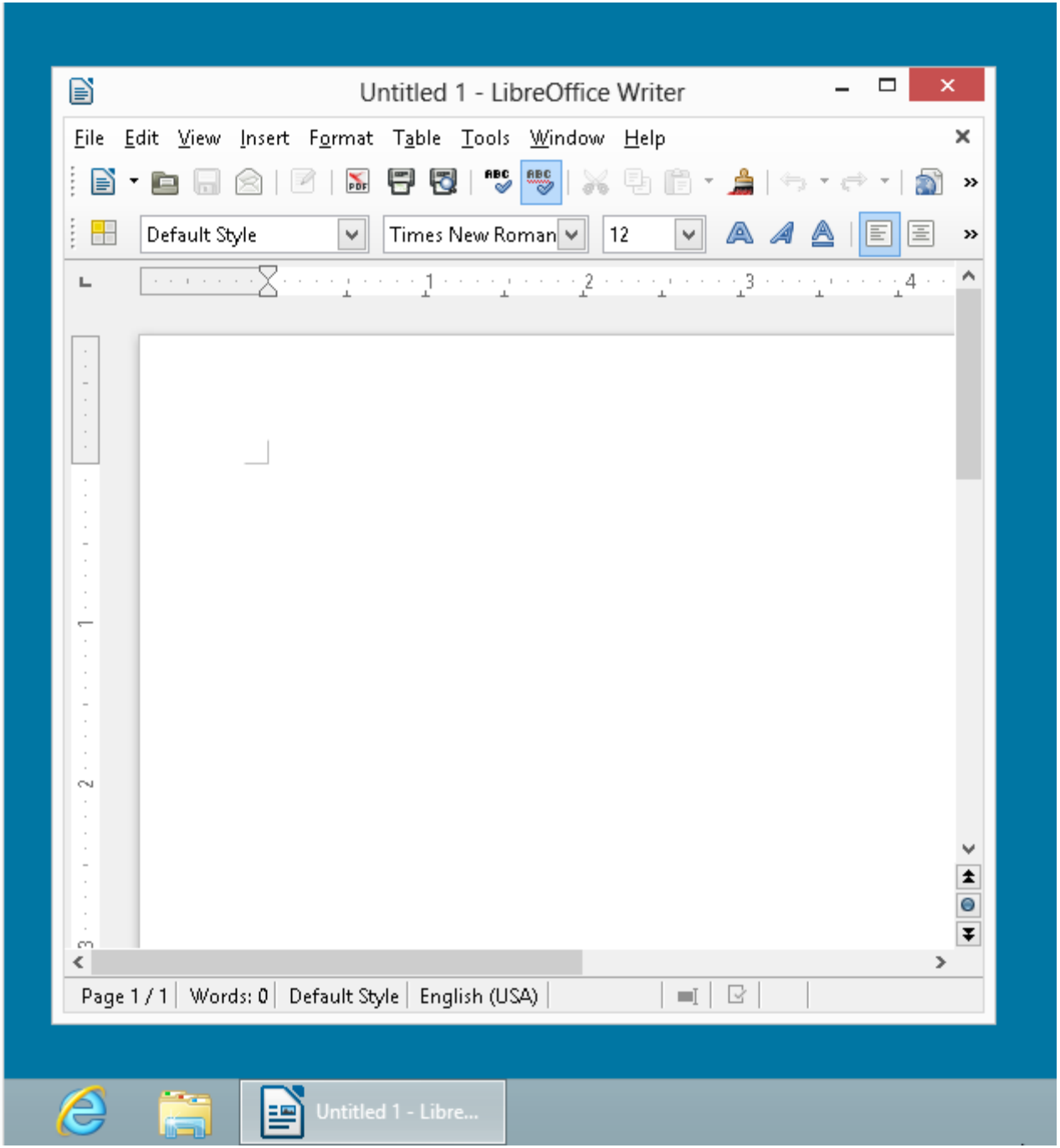
- Step 22: Click on the "OK" button:


Options - Load/Save - General
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
Microsoft Word 97/2000/XP/2003
OK
Cancel
Help
Revert

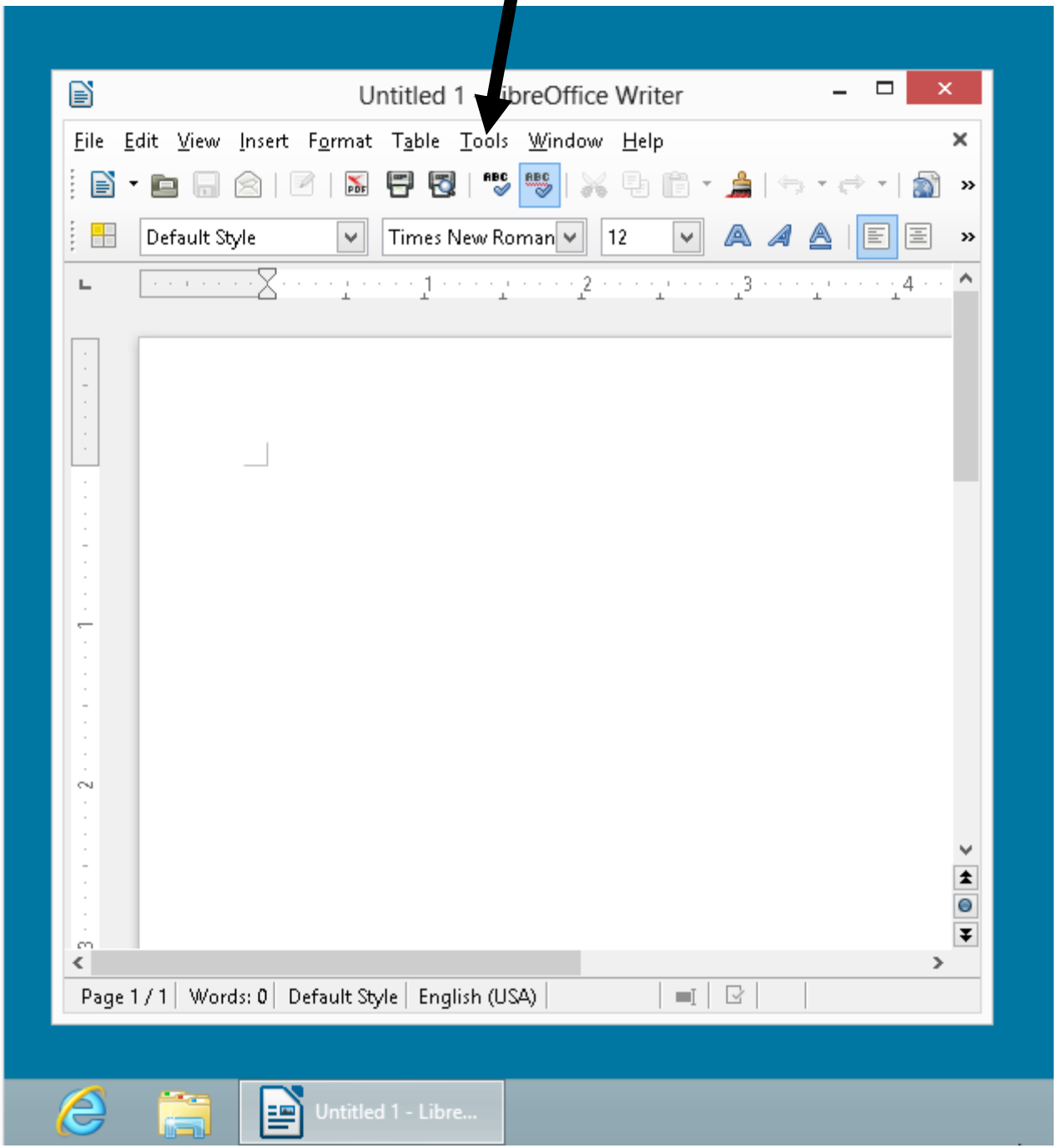
- Step 23: The "Options - Load/Save - General" box will disappear.

- (Steps 24 through 34 set the default file format of "LibreOffice Calc" to the .xls file format of "Microsoft Excel..")

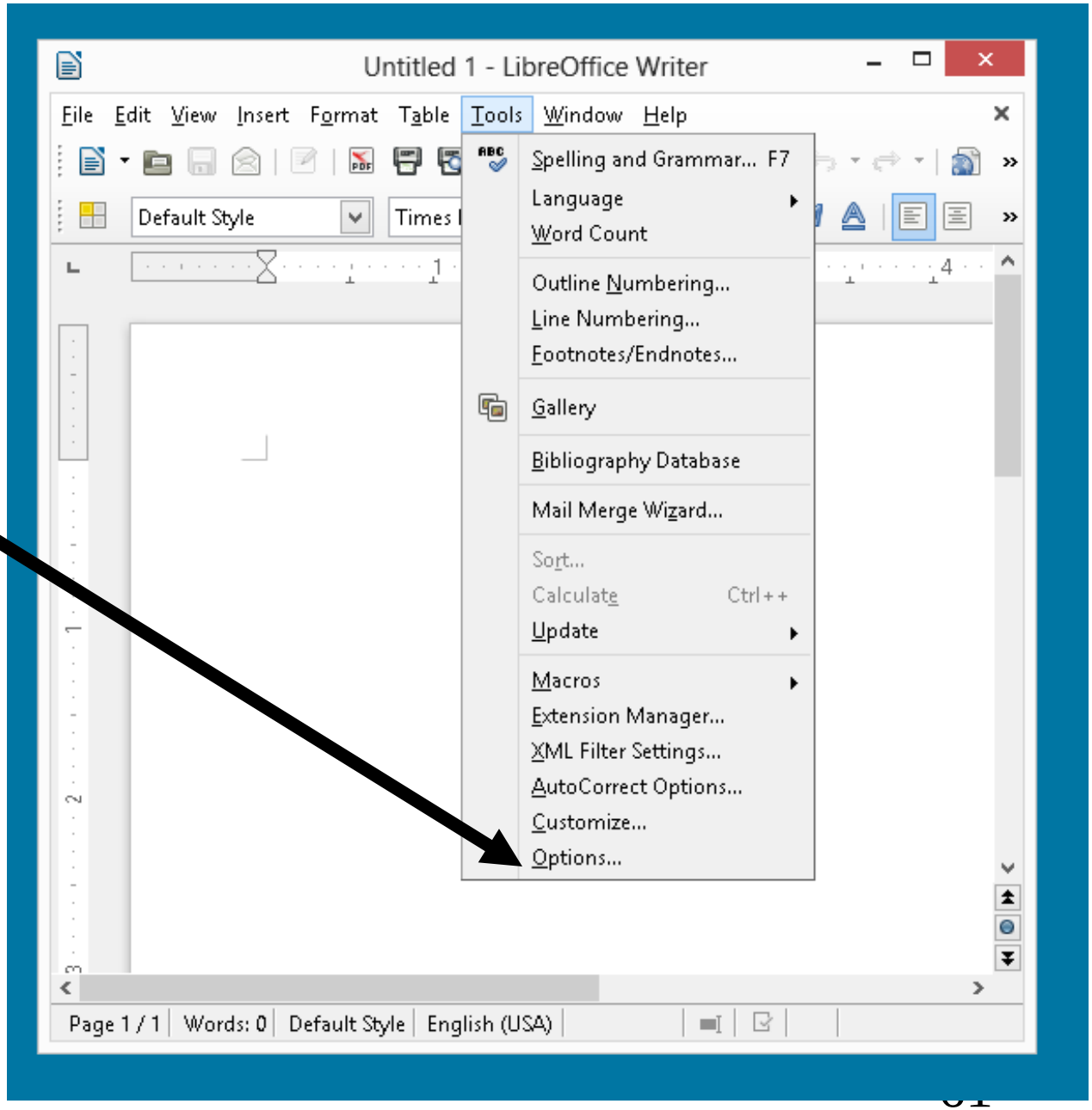
- Step 24: Go back to the "LibreOffice Writer" window:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Times New Roman
12
Page 1 / 1
Words: 0
Default Style
English (USA)
Untitled 1 - Libre...

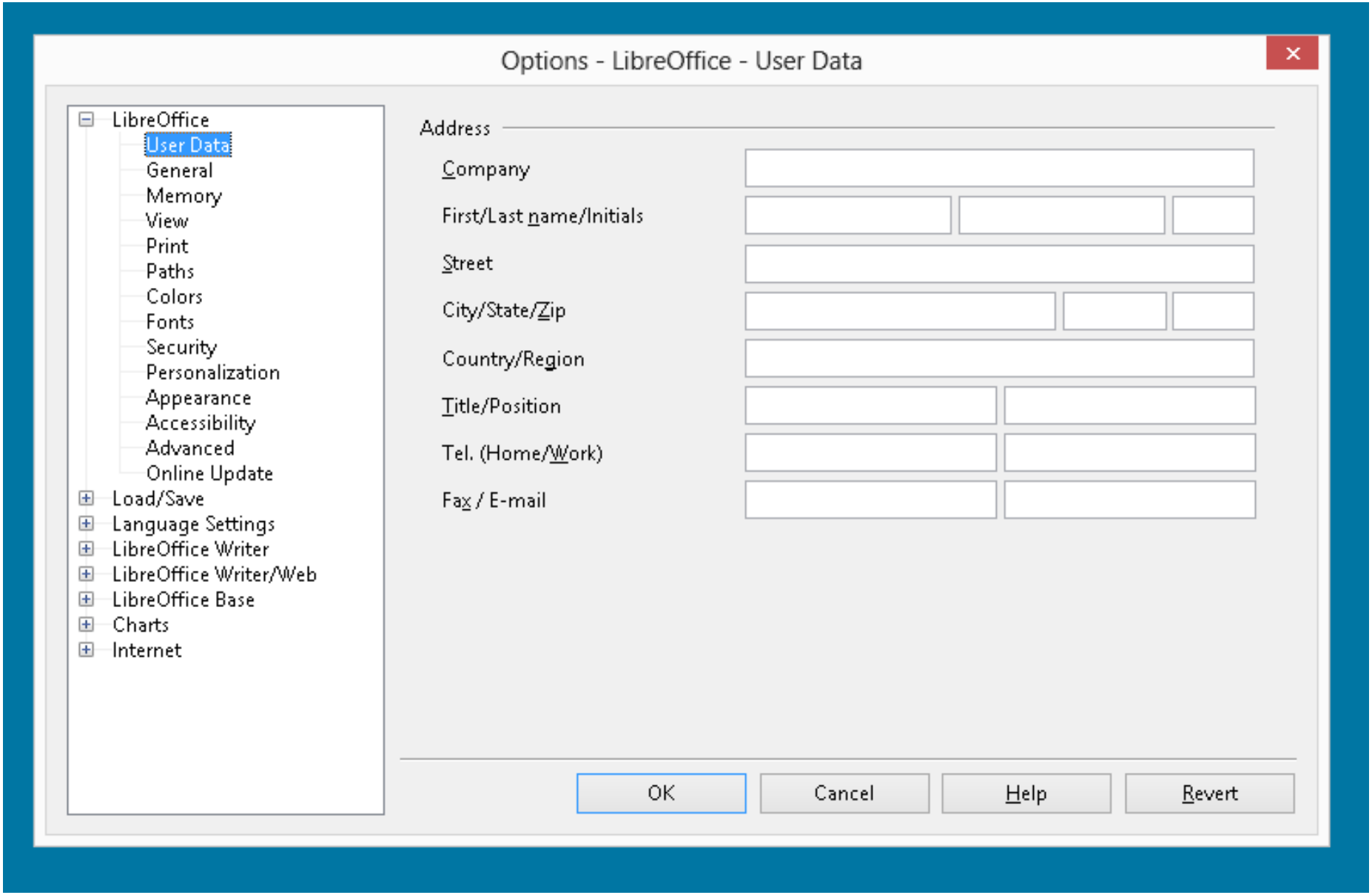
- Step 25: Click on "Tools" on the Menu bar:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Times New Roman
12
Page 1 / 1
Words: 0
Default Style
English (USA)
Untitled 1 - Libre...

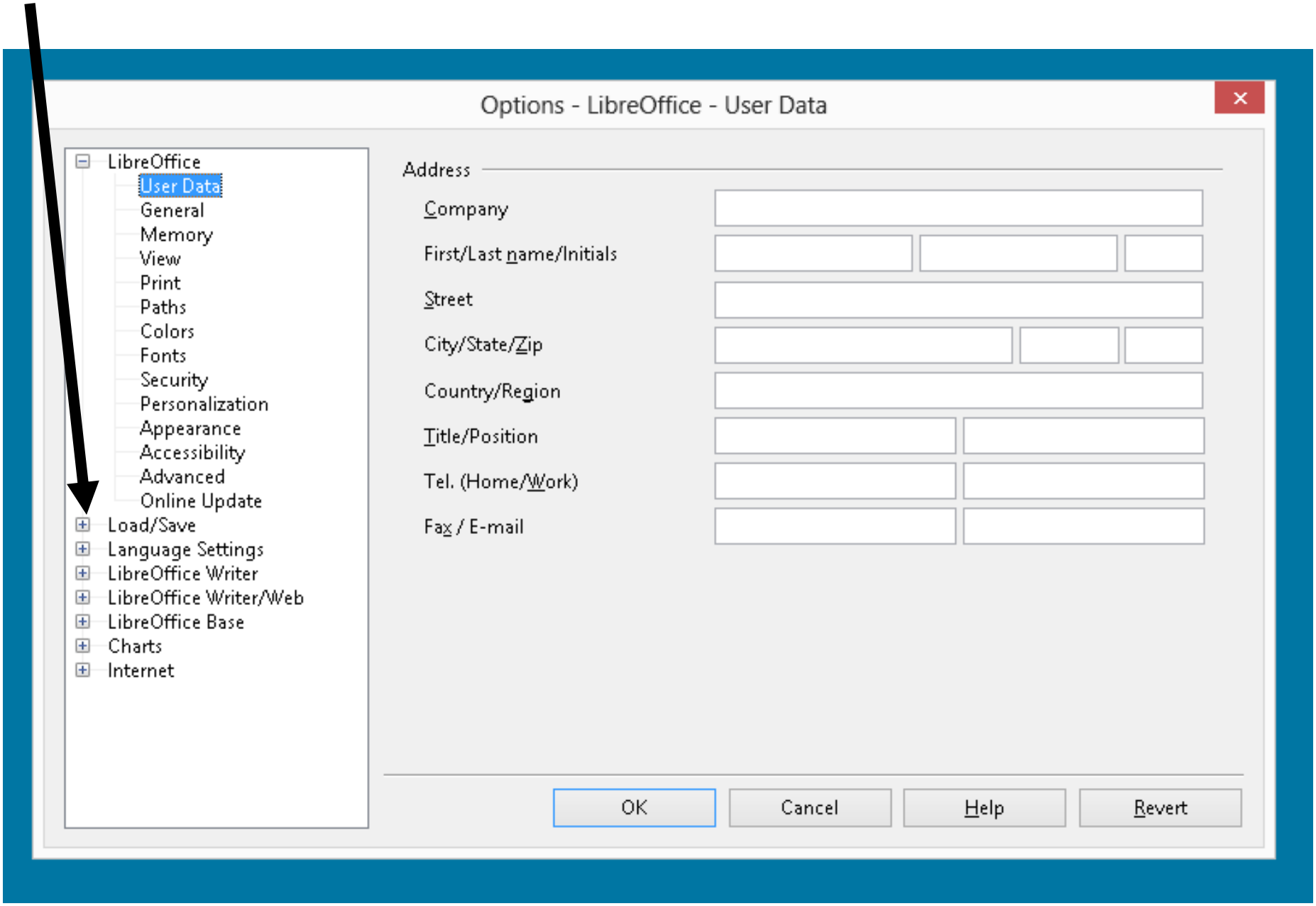
- Step 26: Click on "Options..." on the pull-down menu:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Spelling and Grammar... F7
Language
Word Count
Outline Numbering...
Line Numbering...
Footnotes/Endnotes...
Gallery
Bibliography Database
Mail Merge Wizard...
Sort...
Calculate Ctrl++
Update
Macros
Extension Manager...
XML Filter Settings...
AutoCorrect Options...
Customize...
Options...
Page 1 / 1
Words: 0
Default Style
English (USA)

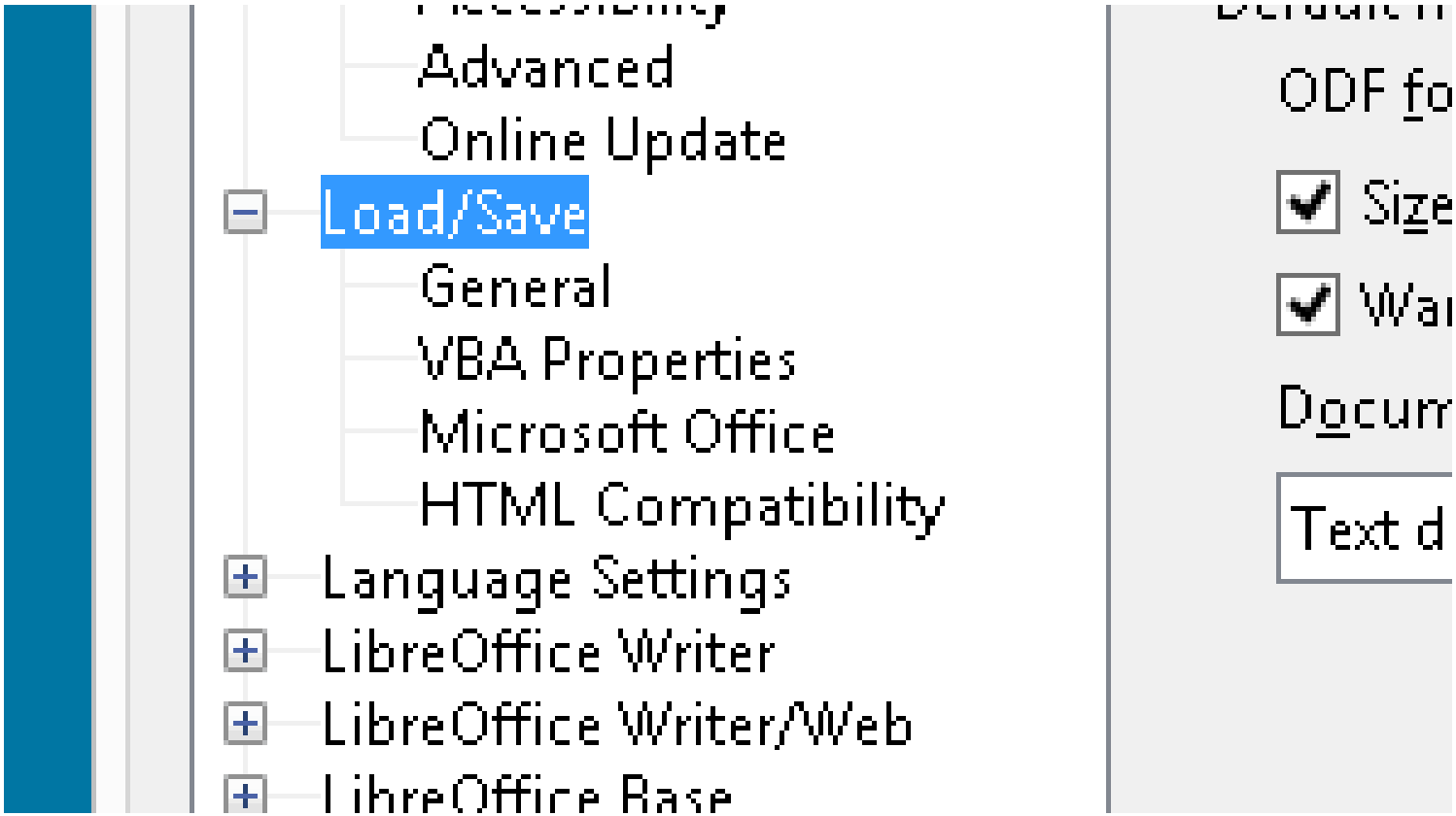
- Step 27: An "Options - LibreOffice User Data" box will be displayed:


Options - LibreOffice - User Data
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Address
Company
First/Last name/Initials
Street
City/State/Zip
Country/Region
Title/Position
Tel. (Home/Work)
Fax / E-mail
OK
Cancel
Help
Revert

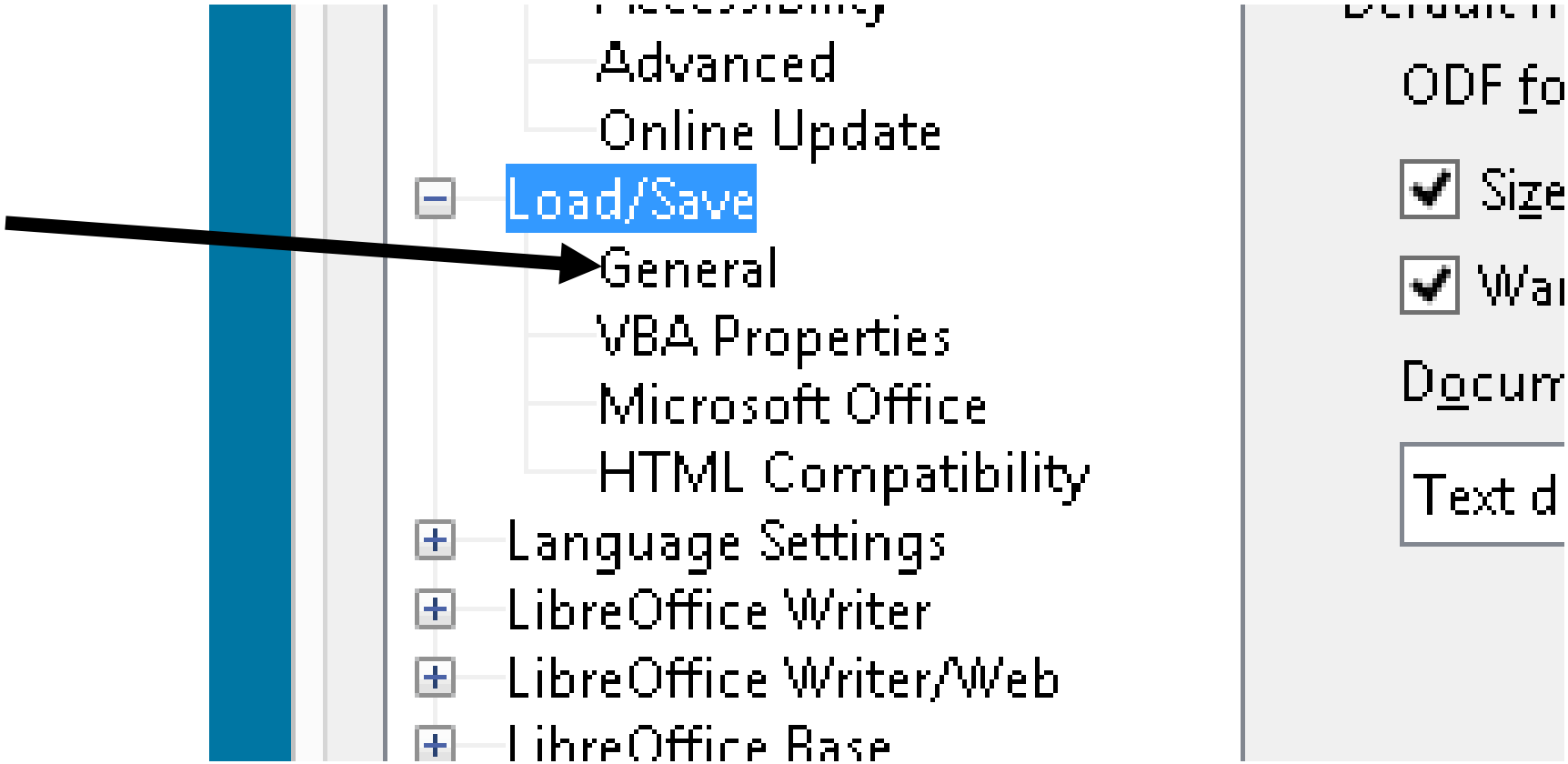
- Step 28: Click on the "+" box to the left of "Load/Save":


Options - LibreOffice - User Data
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Address
Company
First/Last name/Initials
Street
City/State/Zip
Country/Region
Title/Position
Tel. (Home/Work)
Fax / E-mail
OK
Cancel
Help
Revert

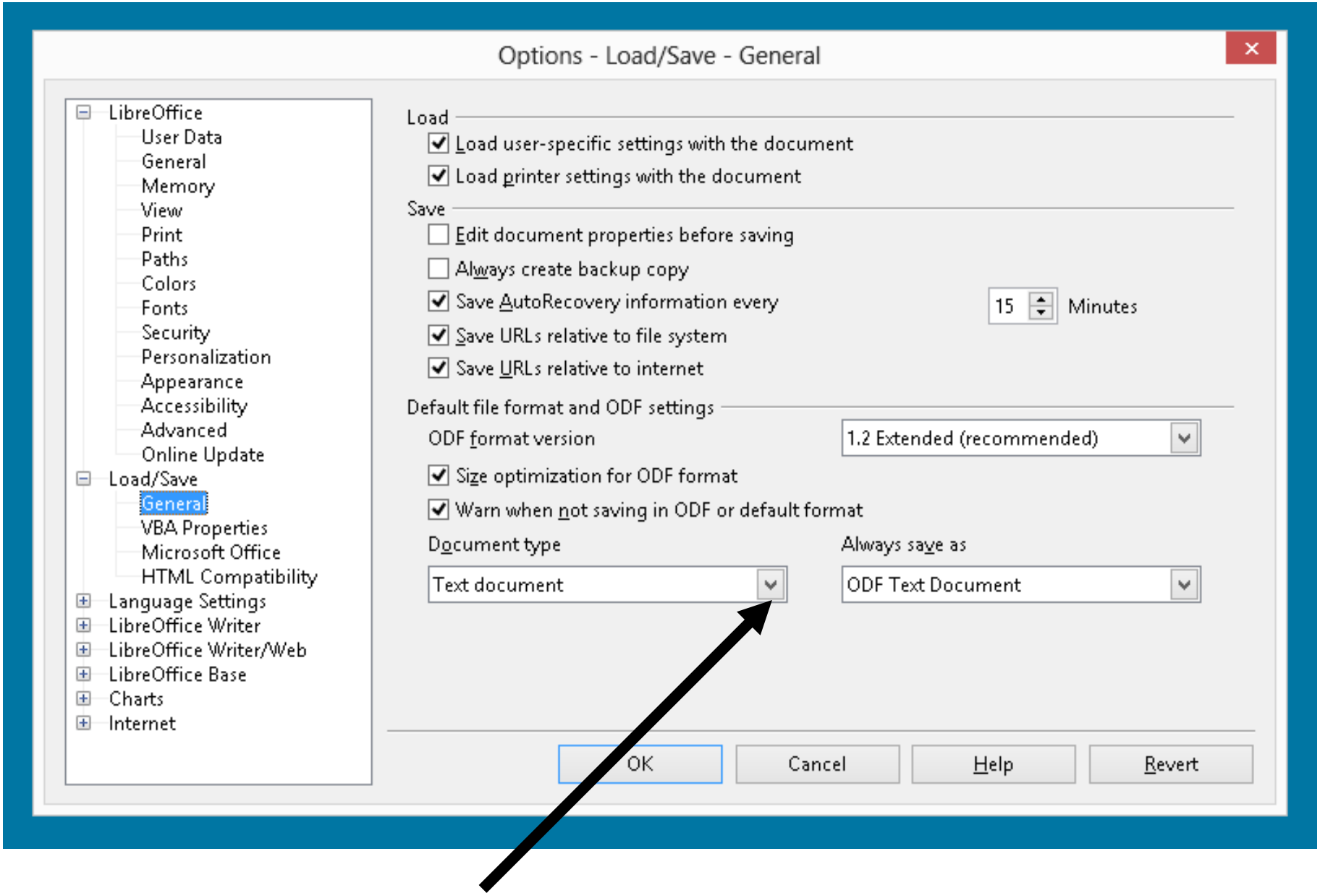
- Step 29: The "Load/Save" category will expand (if it was not already expanded):

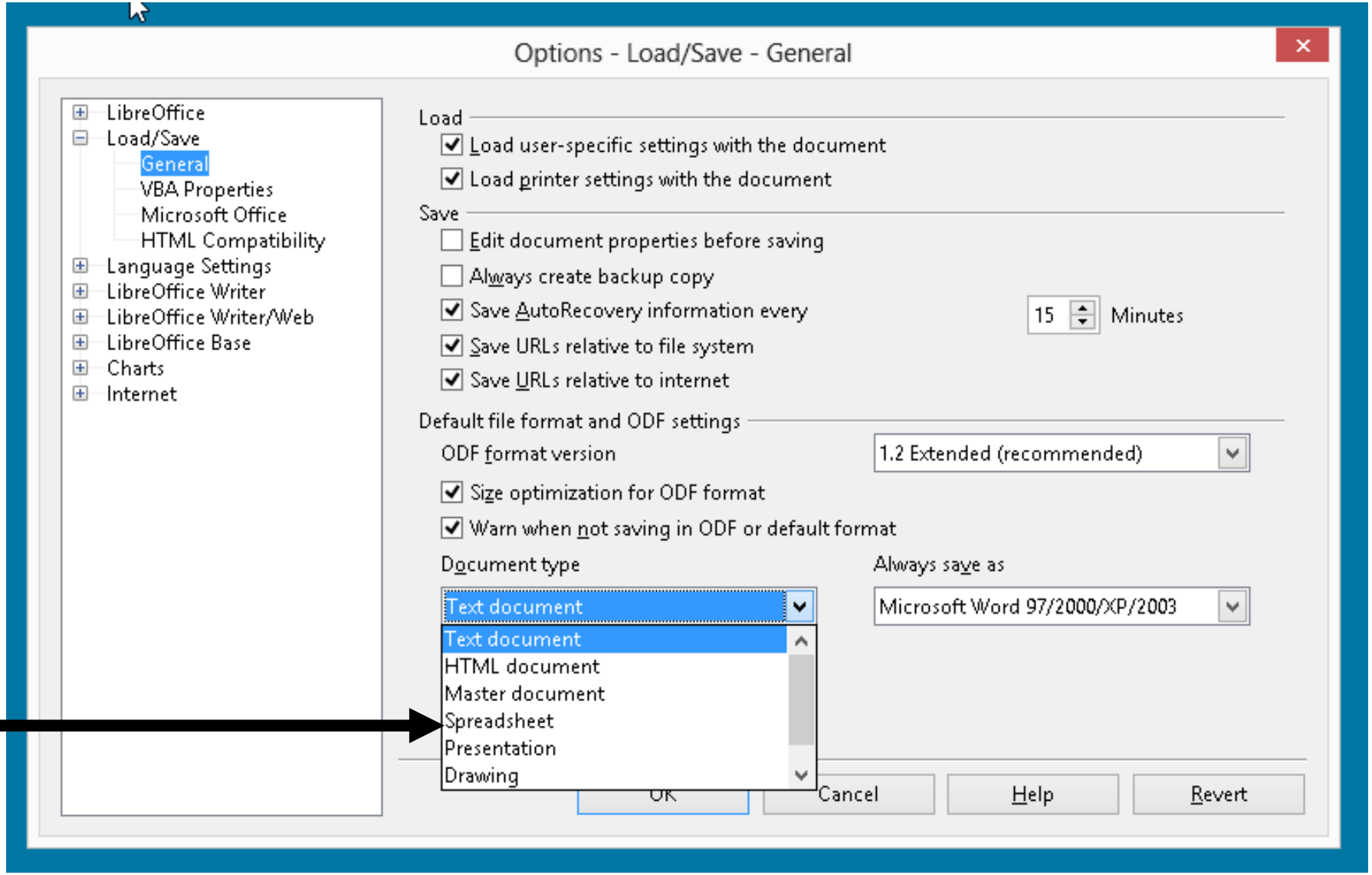

Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
ODF fo
Size
Wa
Docum
Text d

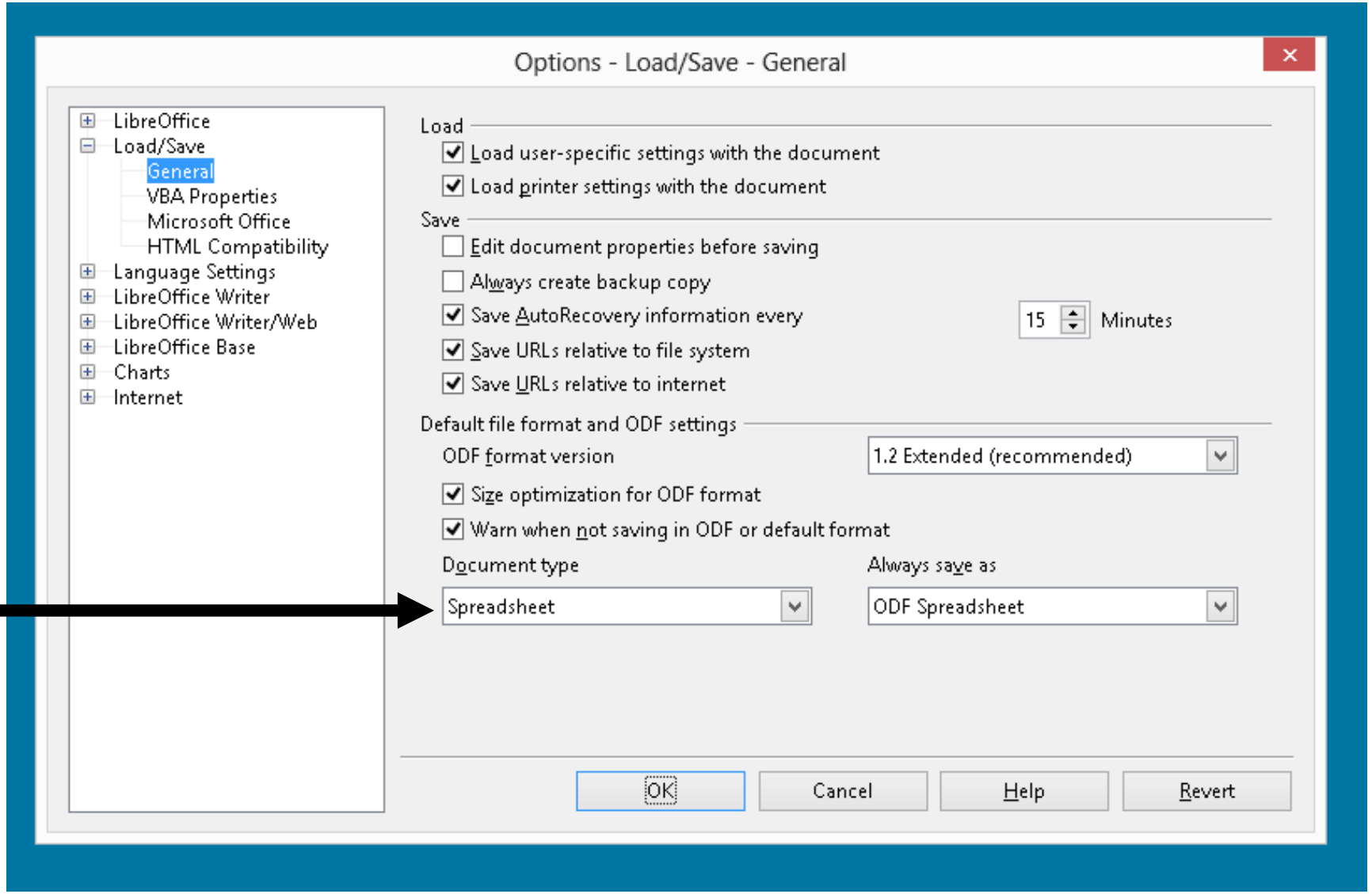
- Step 30: Click on "General" in the "Load/Save" category:


Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
ODF fo
Size
Wa
Docum
Text d

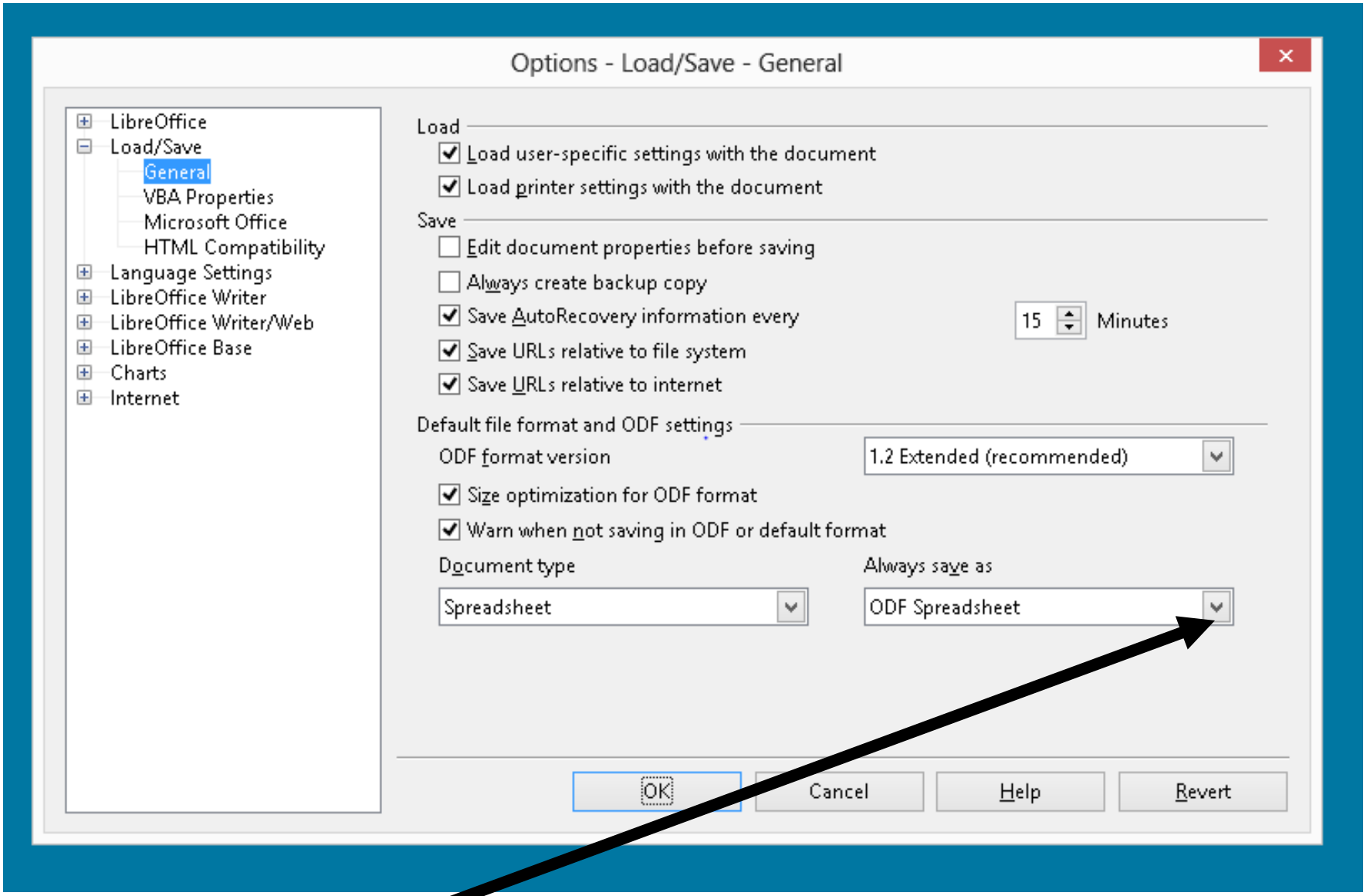
- Step 31: Use the drop-down list button to select "Spreadsheet" for "Document type":

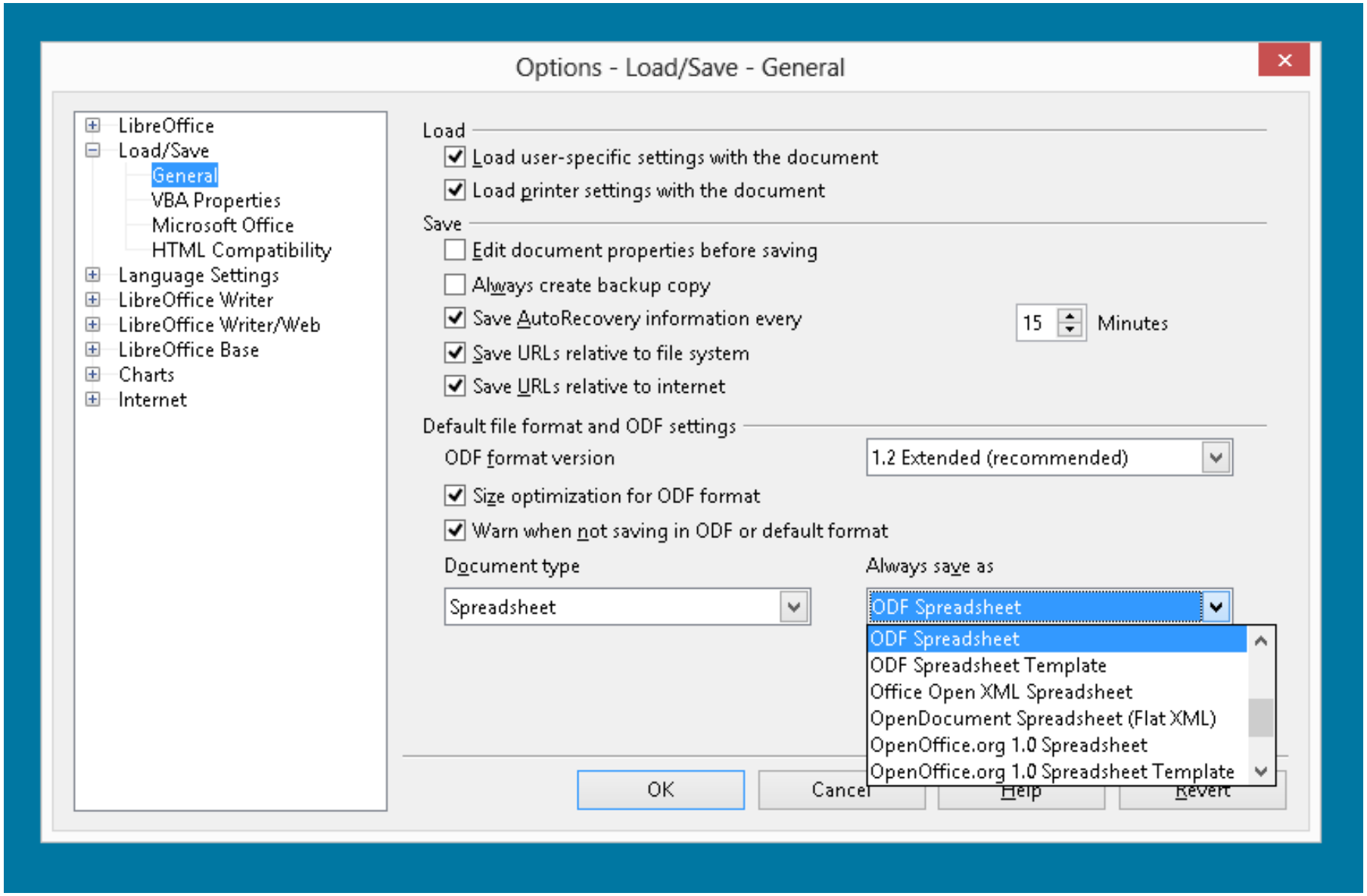

Options - Load/Save - General
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
ODF Text Document
OK
Cancel
Help
Revert

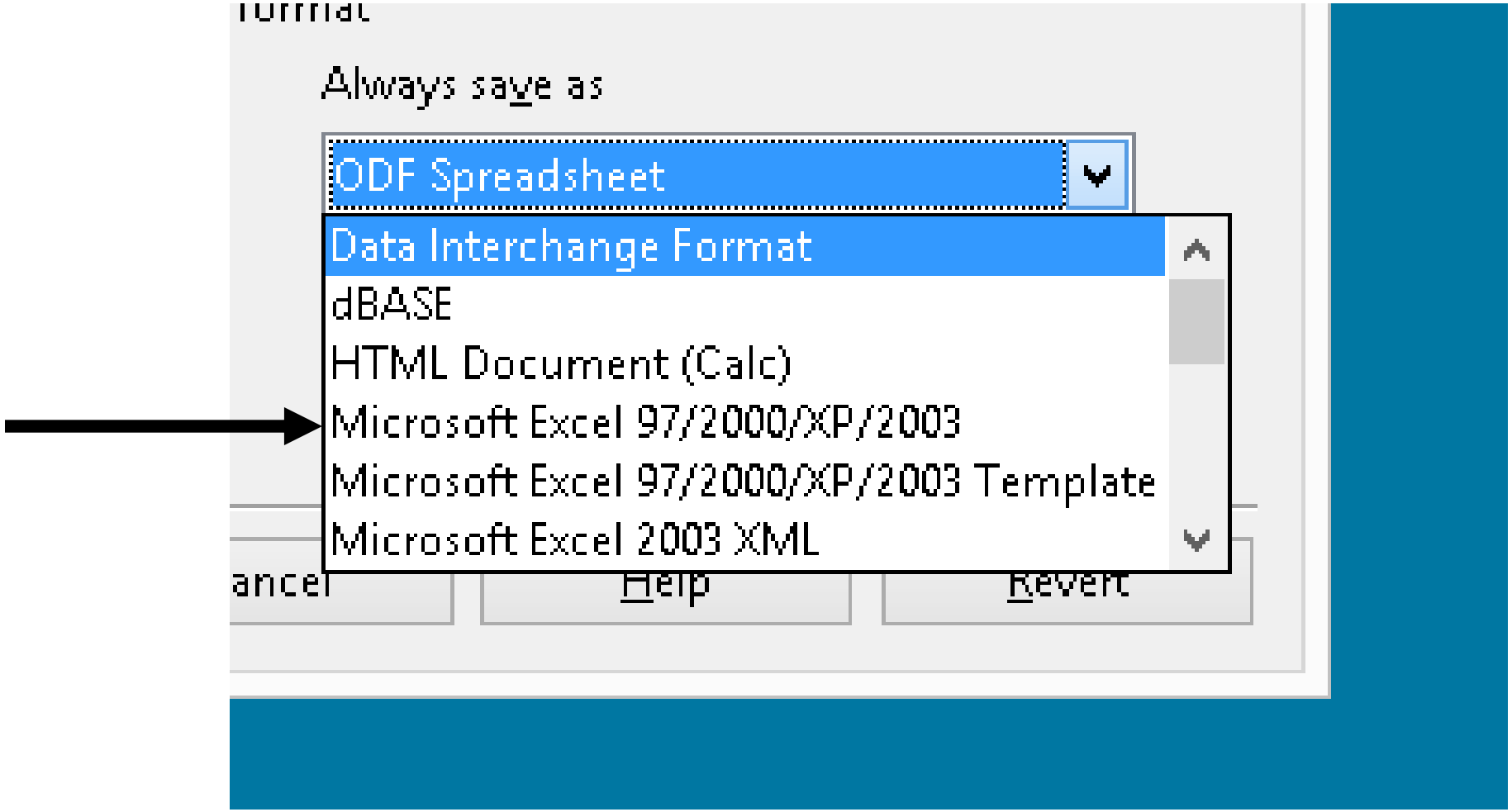

Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
Microsoft Word 97/2000/XP/2003
Text document
HTML document
Master document
Spreadsheet
Presentation
Drawing
OK
Cancel
Help
Revert

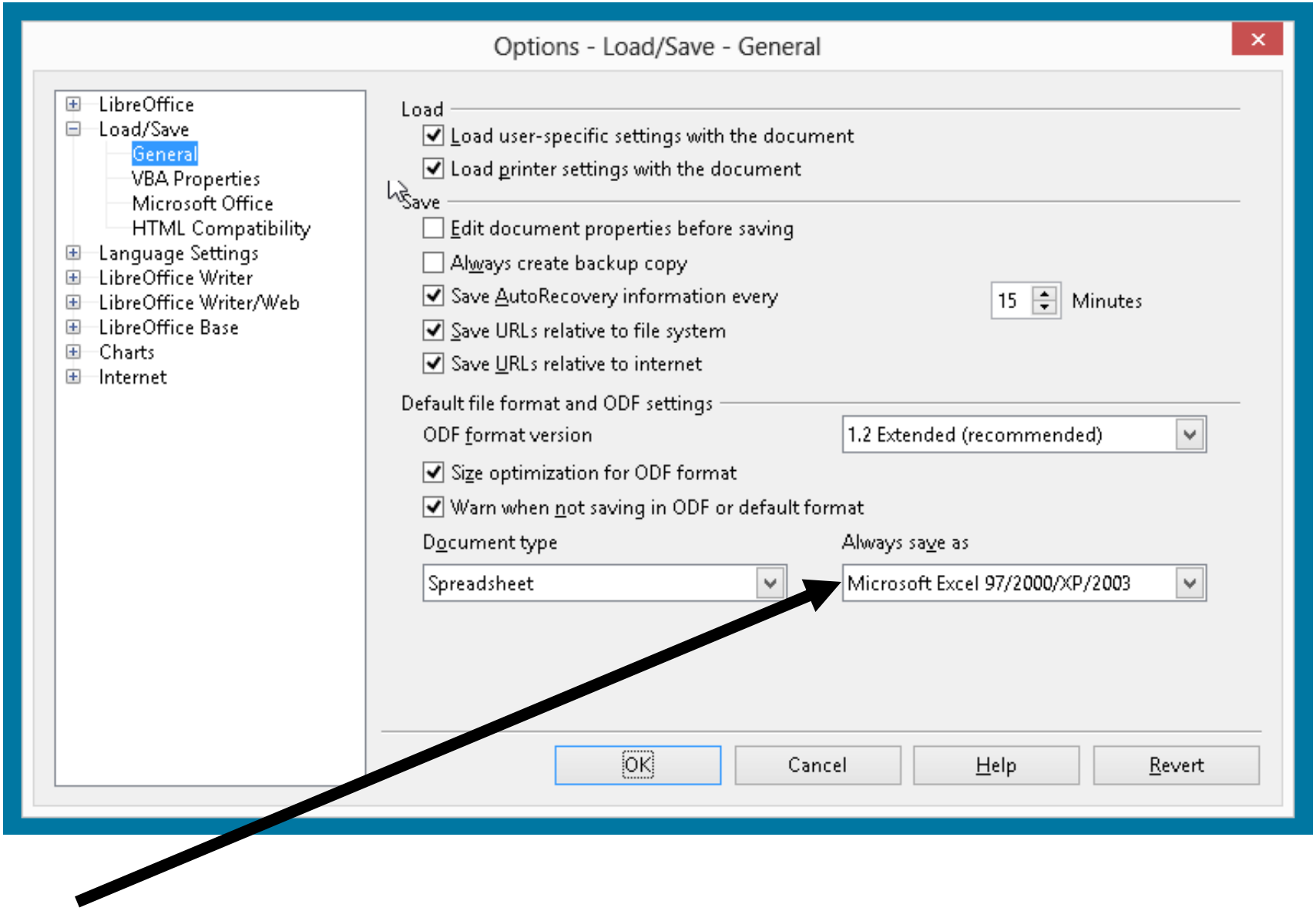

Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Spreadsheet
ODF Spreadsheet
OK
Cancel
Help
Revert

- Step 32: Set "Always save as" to "Microsoft Excel 97/2000/XP/2003" format. (You will have to use the vertical scroll bar on the right edge of the drop-down list in order to scroll upward.)

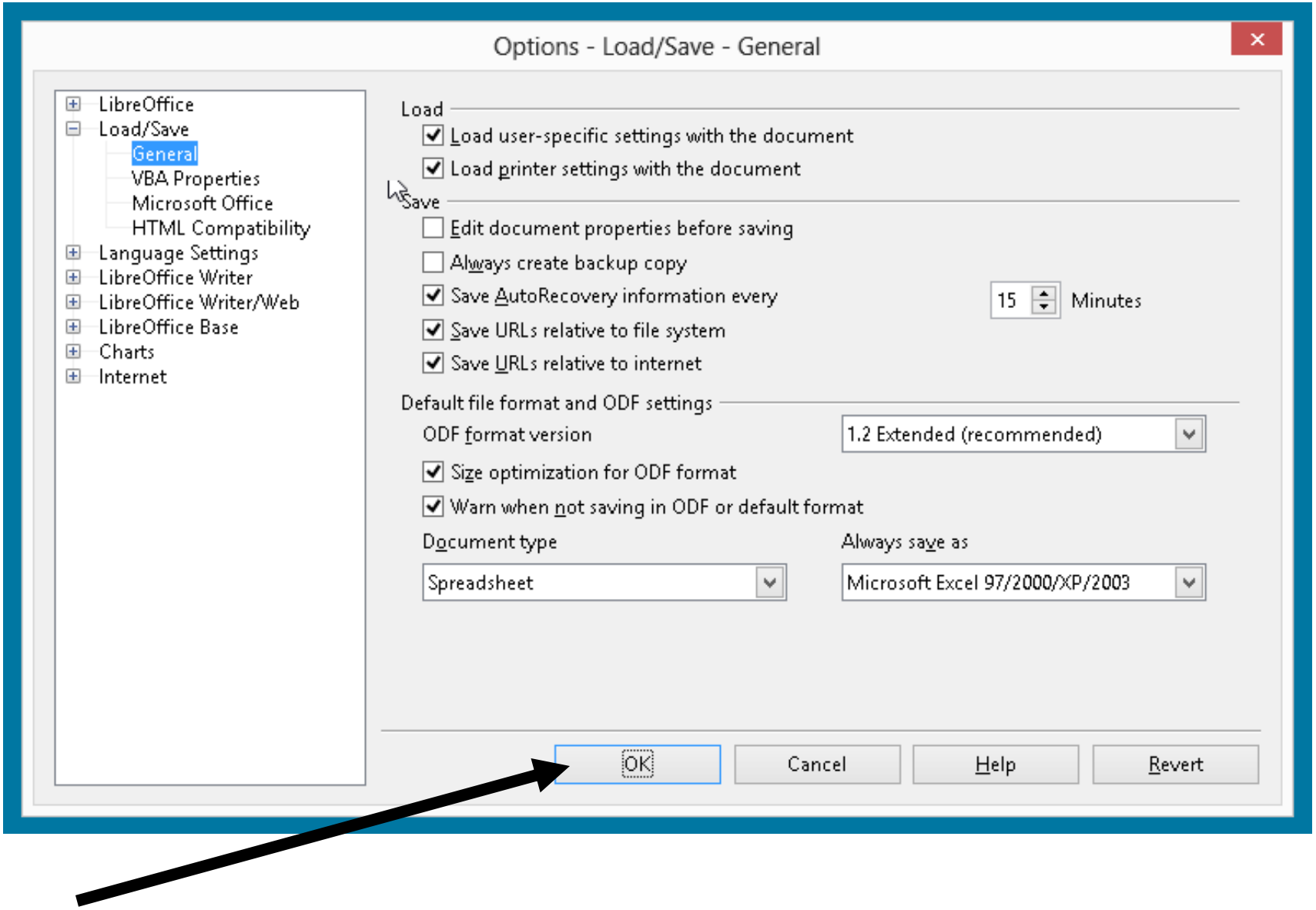

Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Spreadsheet
ODF Spreadsheet
OK
Cancel
Help
Revert


Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Spreadsheet
ODF Spreadsheet
ODF Spreadsheet
ODF Spreadsheet Template
Office Open XML Spreadsheet
OpenDocument Spreadsheet (Flat XML)
OpenOffice.org 1.0 Spreadsheet
OpenOffice.org 1.0 Spreadsheet Template
OK
Cancel
Help
Revert


Always save as
ODF Spreadsheet
Data Interchange Format
dBASE
HTML Document (Calc)
Microsoft Excel 97/2000/XP/2003
Microsoft Excel 97/2000/XP/2003 Template
Microsoft Excel 2003 XML
Help
Revert


Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Spreadsheet
Microsoft Excel 97/2000/XP/2003
OK
Cancel
Help
Revert

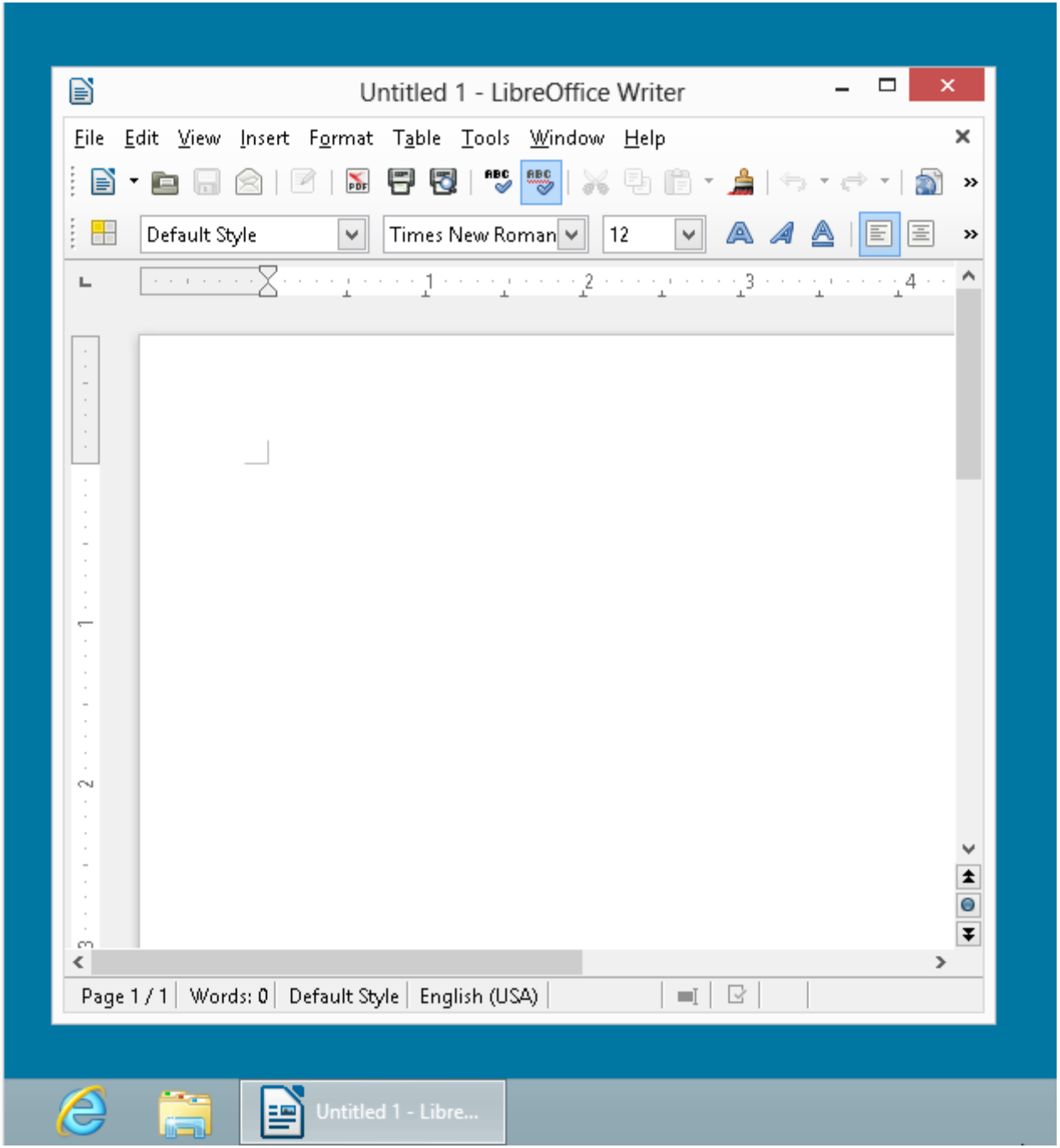
- Step 33: Click on the "OK" button:


Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Spreadsheet
Microsoft Excel 97/2000/XP/2003
OK
Cancel
Help
Revert

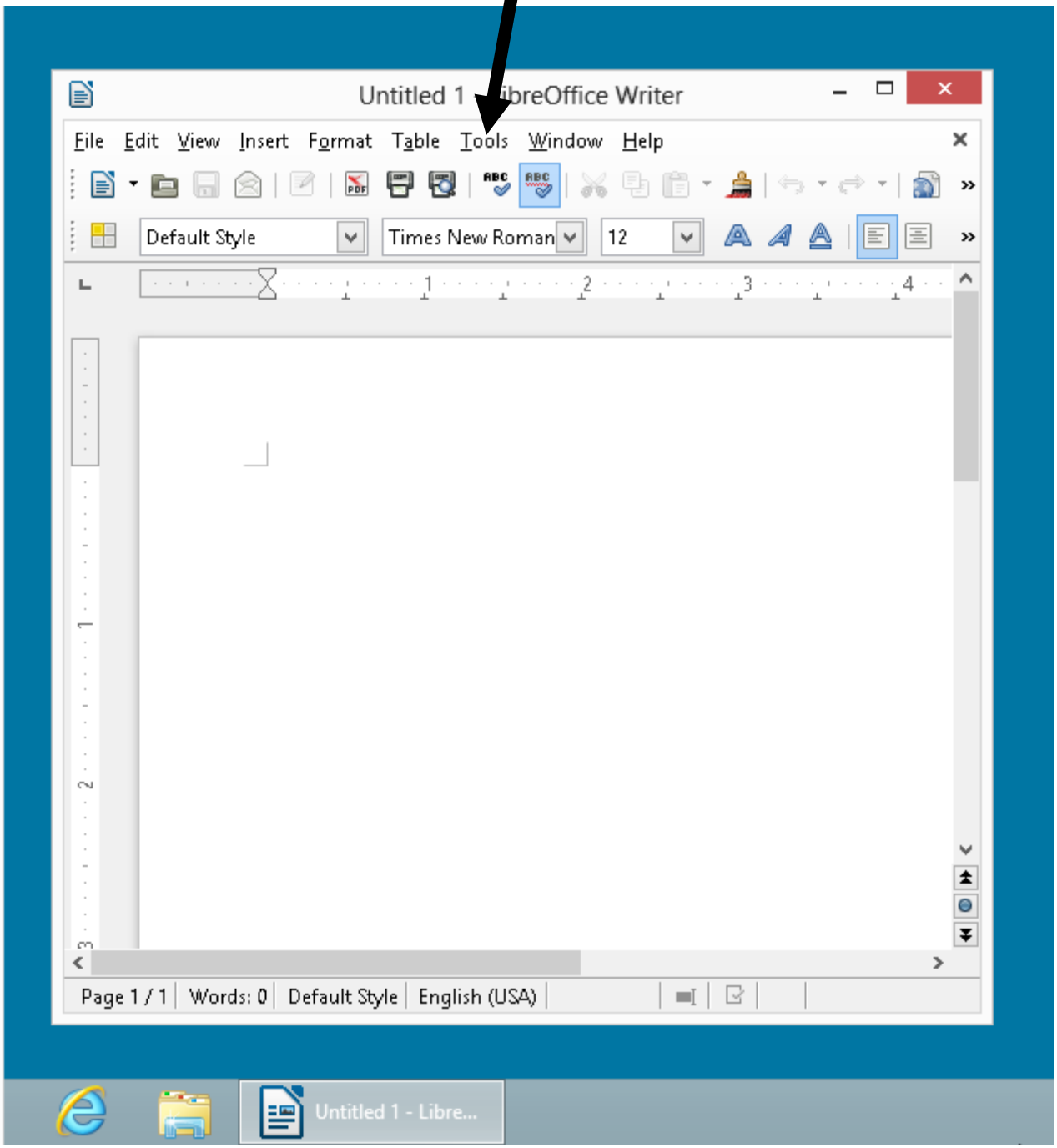
- Step 34: The "Options - Load/Save - General" box will disappear.

- (Steps 35 through 46 set the default file format of "LibreOffice Impress" to the .ppt file format of "Microsoft PowerPoint".)

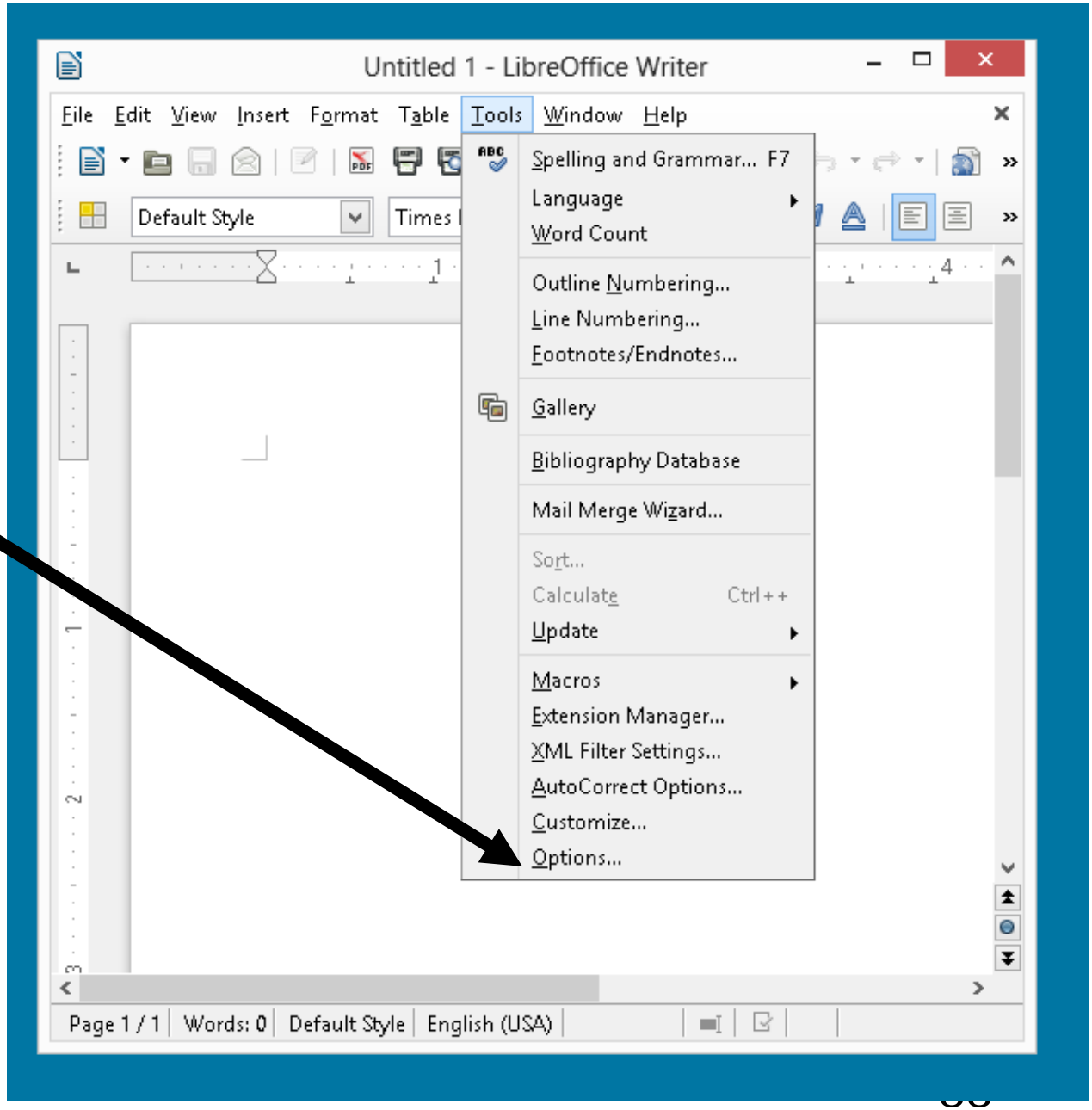
- Step 35: Go back to the "LibreOffice Writer" window:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Times New Roman
12
Page 1 / 1
Words: 0
Default Style
English (USA)
Untitled 1 - Libre...

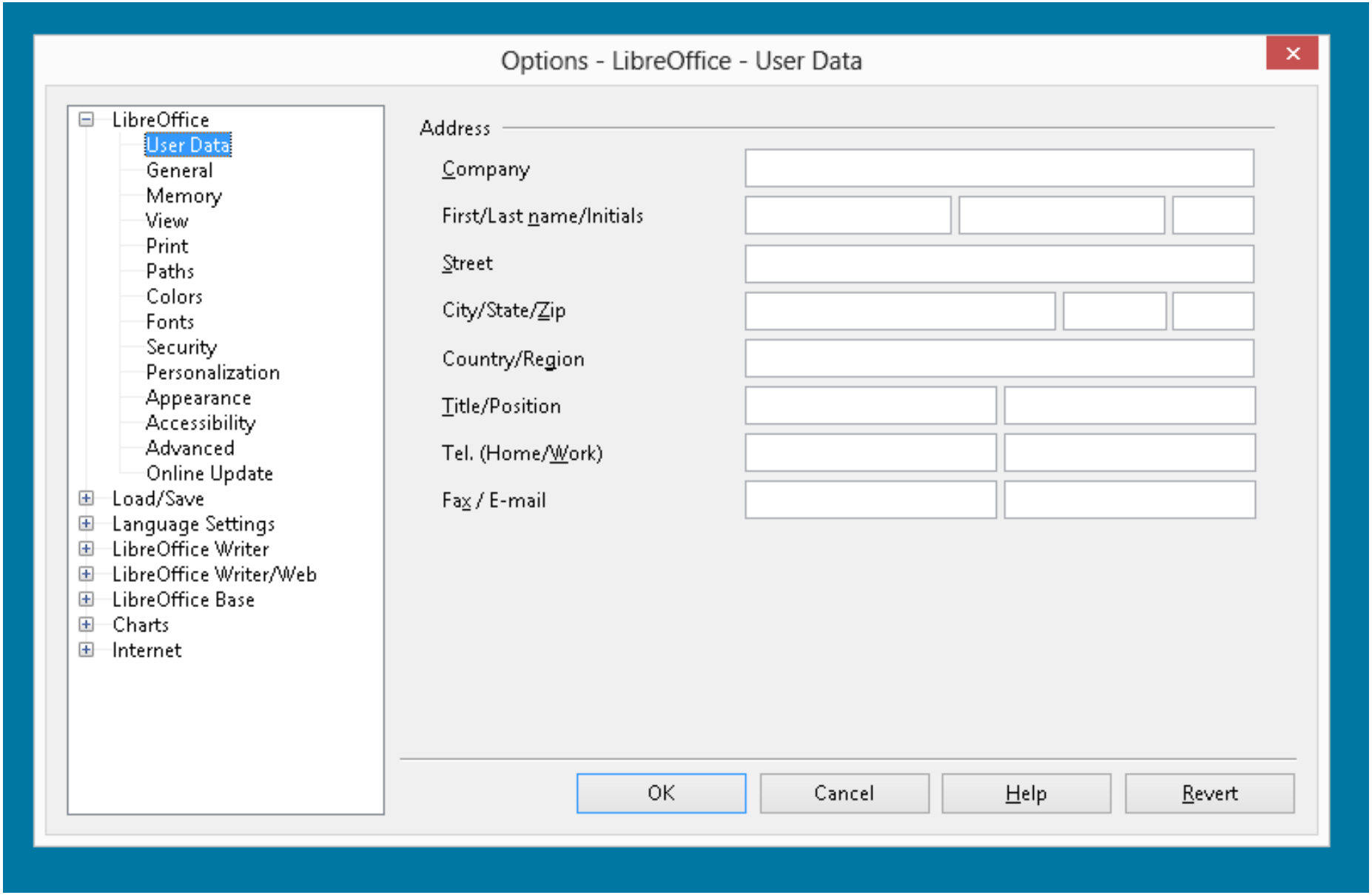
- Step 36: Click on "Tools" on the Menu bar:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Times New Roman
12
Page 1 / 1
Words: 0
Default Style
English (USA)
Untitled 1 - Libre...

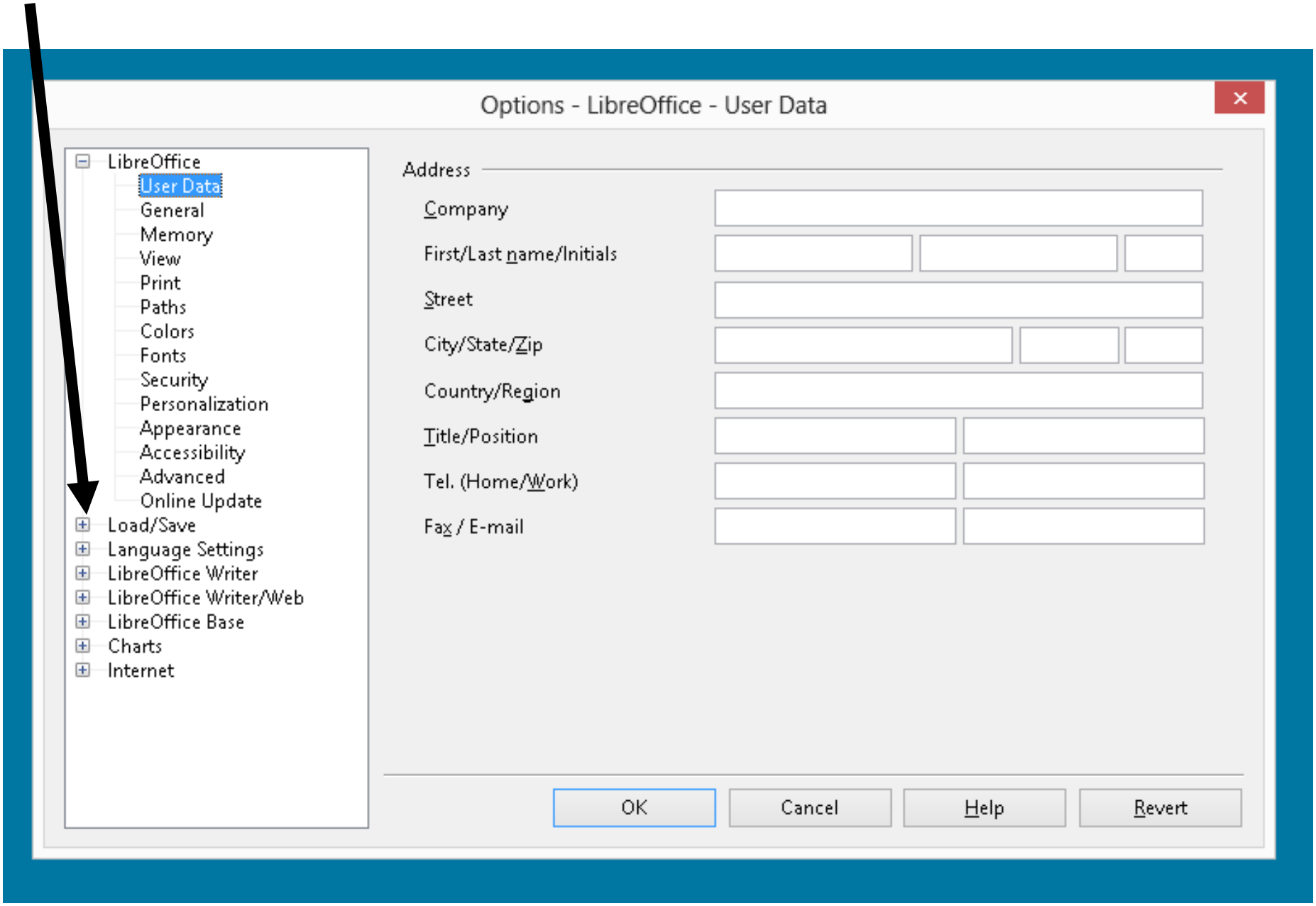
- Step 37: Click on "Options..." on the pull-down menu:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Default Style
Spelling and Grammar... F7
Language
Word Count
Outline Numbering...
Line Numbering...
Footnotes/Endnotes...
Gallery
Bibliography Database
Mail Merge Wizard...
Sort...
Calculate Ctrl++
Update
Macros
Extension Manager...
XML Filter Settings...
AutoCorrect Options...
Customize...
Options...
Page 1 / 1
Words: 0
Default Style
English (USA)

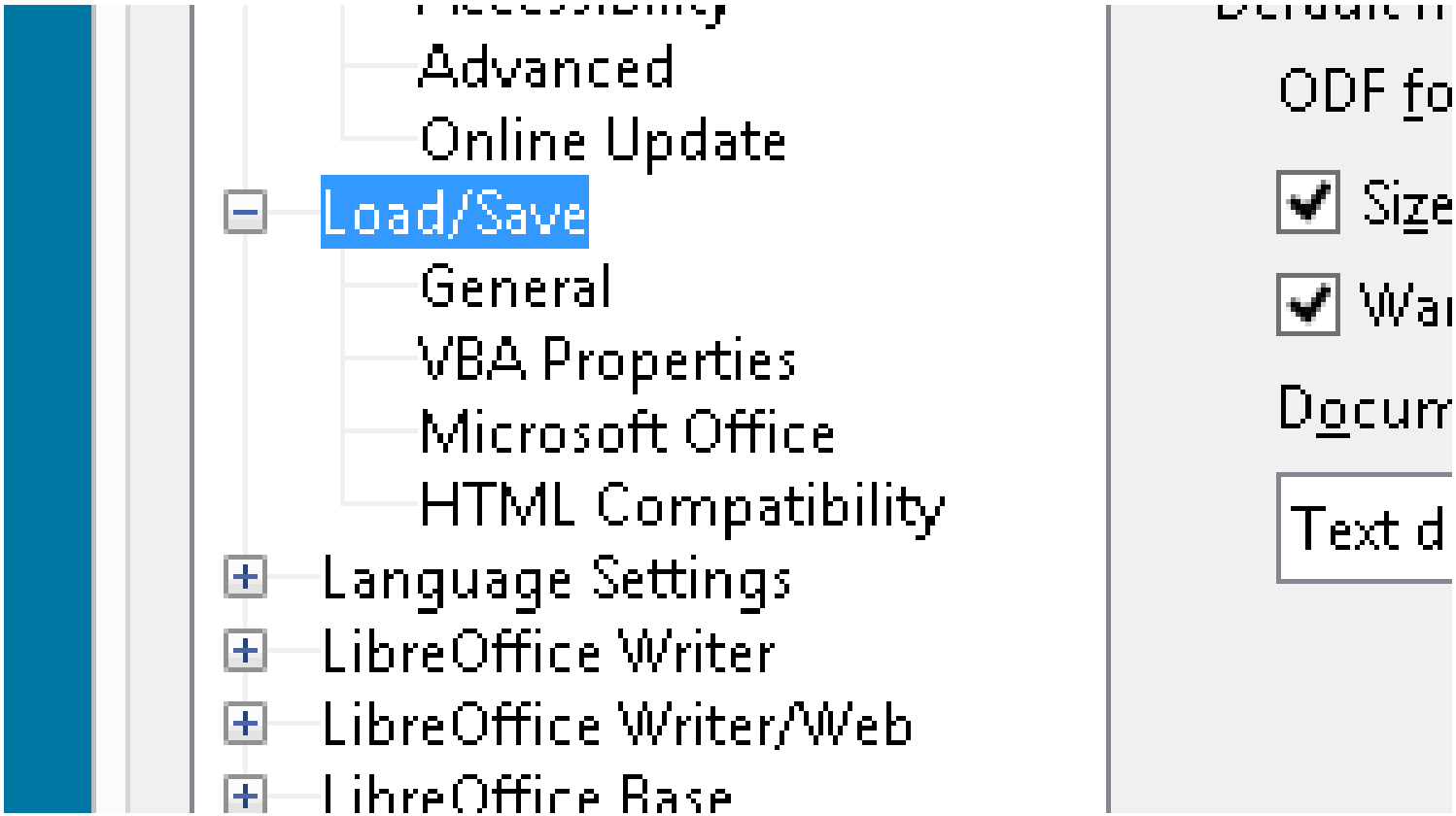
- Step 38: An "Options - LibreOffice User Data" box will be displayed:


Options - LibreOffice - User Data
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Address
Company
First/Last name/Initials
Street
City/State/Zip
Country/Region
Title/Position
Tel. (Home/Work)
Fax / E-mail
OK
Cancel
Help
Revert

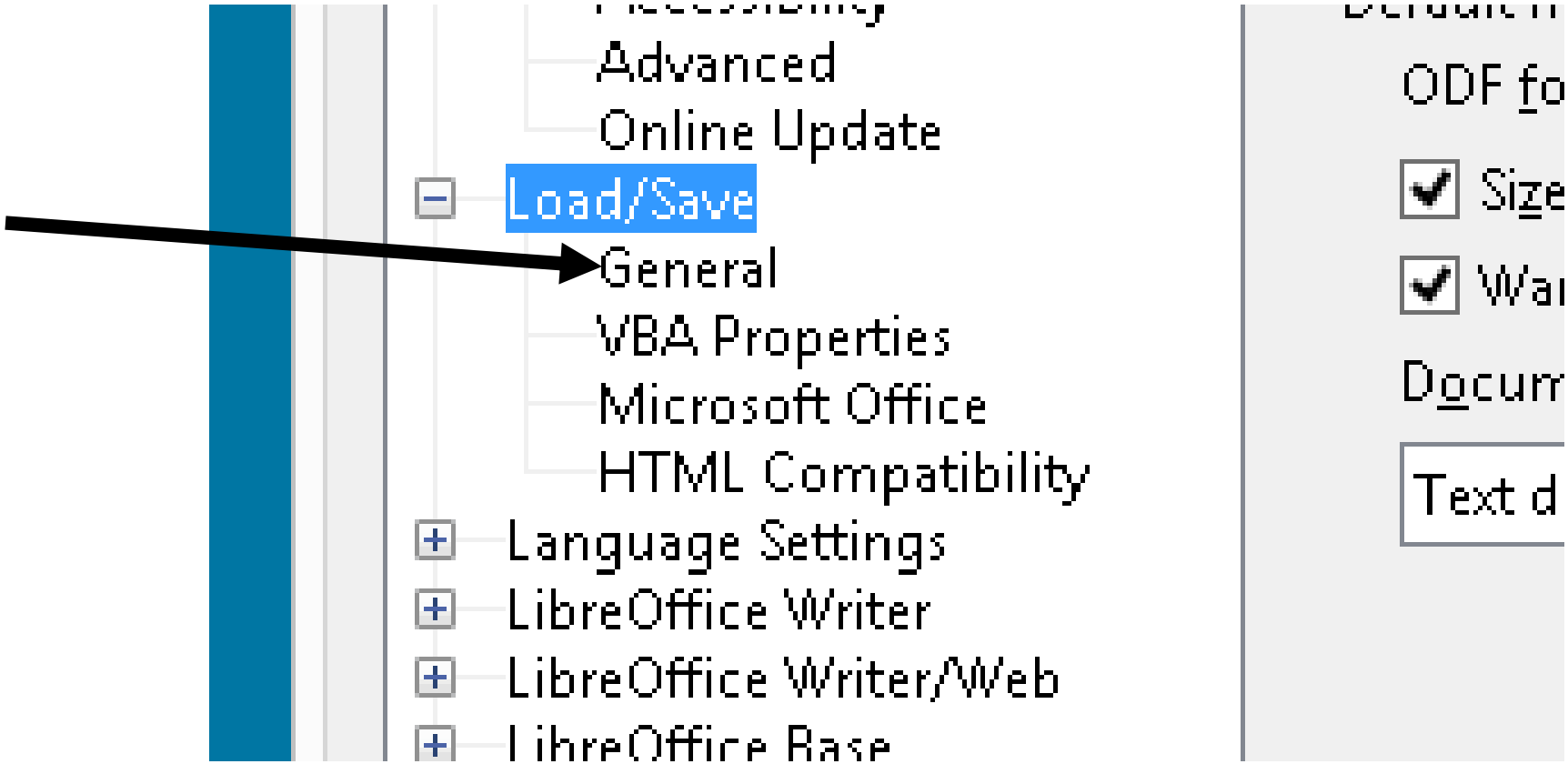
- Step 39: Click on the "+" box to the left of "Load/Save":


Options - LibreOffice - User Data
LibreOffice
User Data
General
Memory
View
Print
Paths
Colors
Fonts
Security
Personalization
Appearance
Accessibility
Advanced
Online Update
Load/Save
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Address
Company
First/Last name/Initials
Street
City/State/Zip
Country/Region
Title/Position
Tel. (Home/Work)
Fax / E-mail
OK
Cancel
Help
Revert

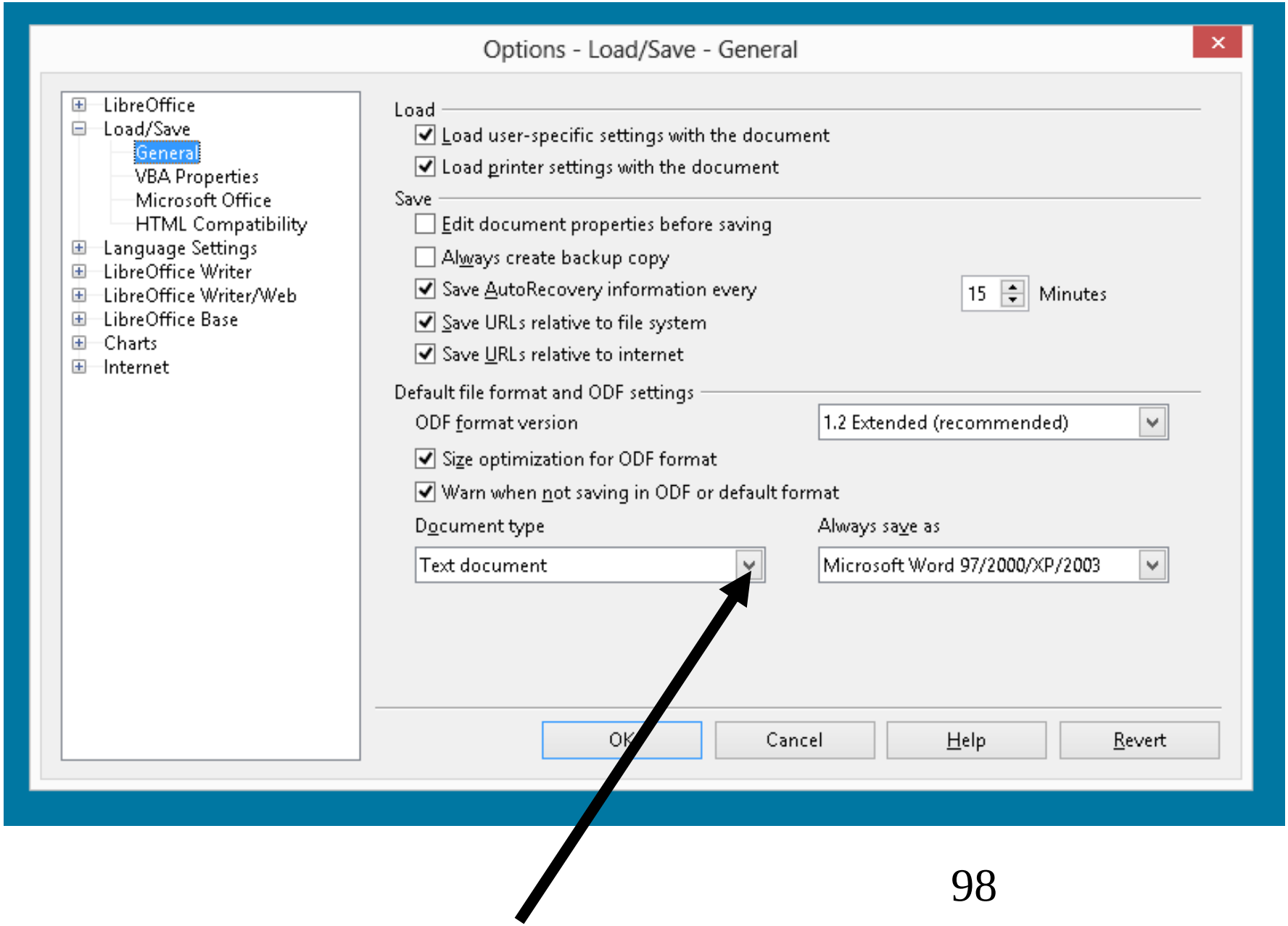
- Step 40: The "Load/Save" category will expand (if it was not already expanded):

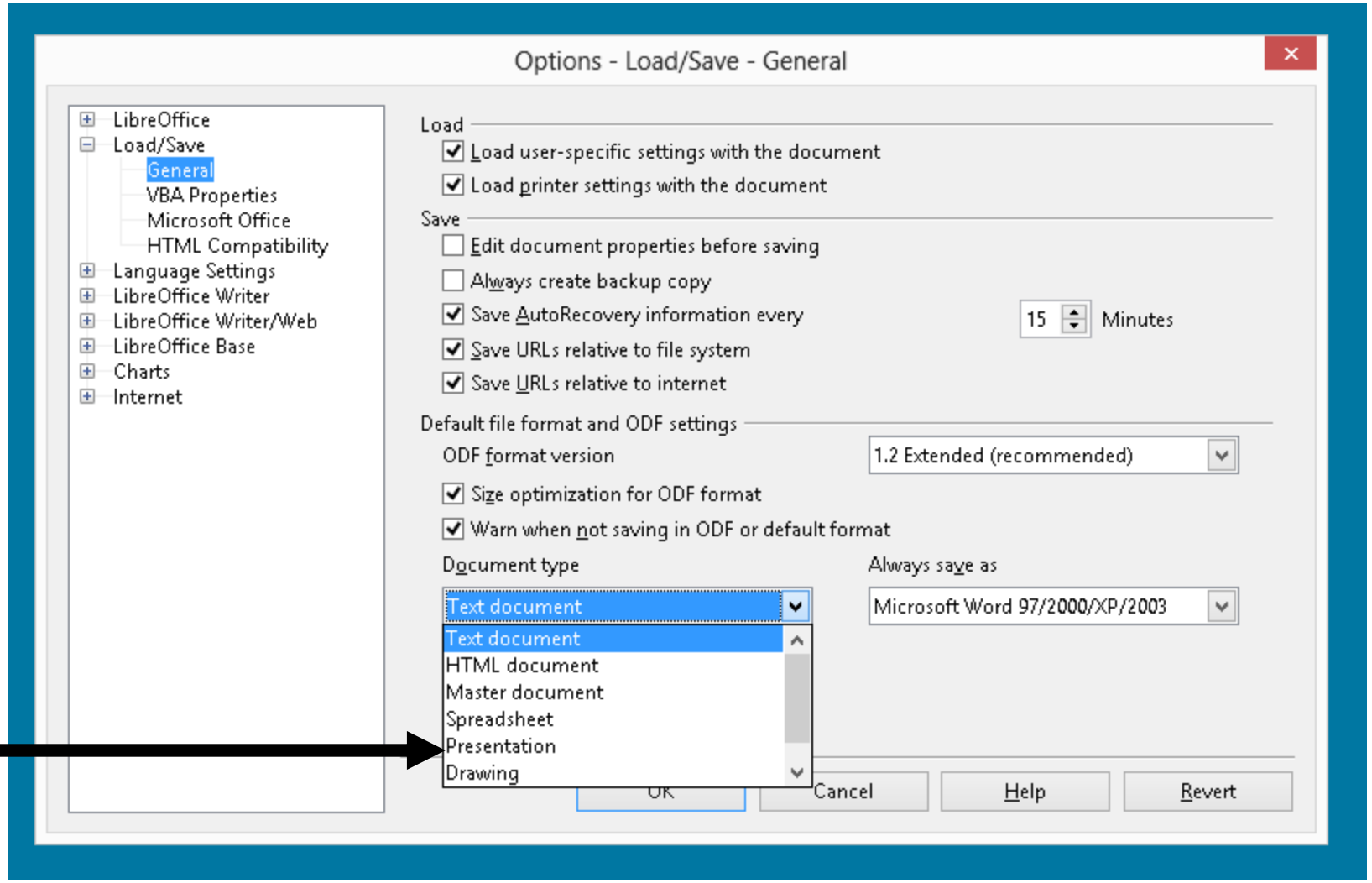

Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
ODF fo
Size
Wa
Docum
Text d

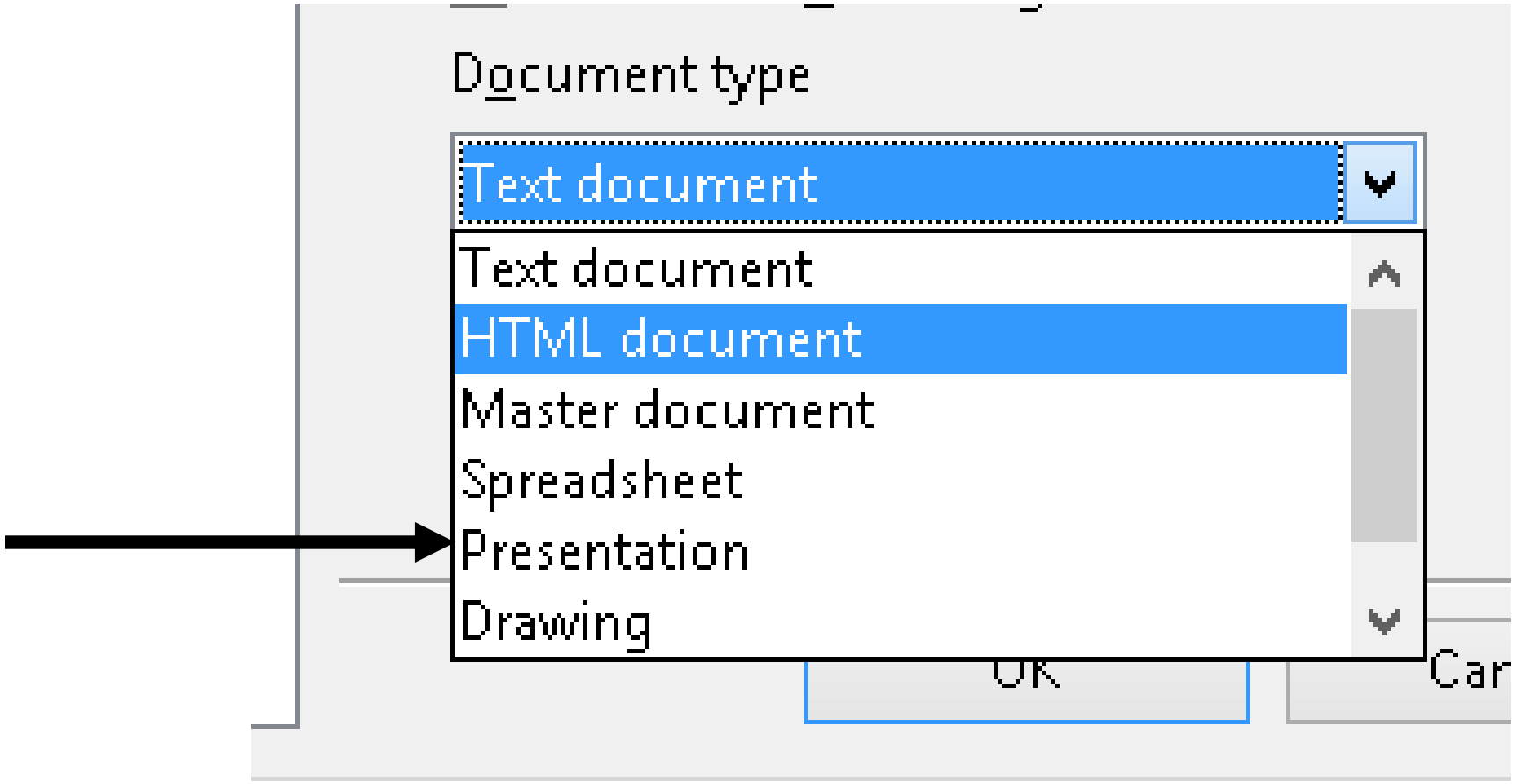
- Step 41: Click on "General" in the "Load/Save" category:

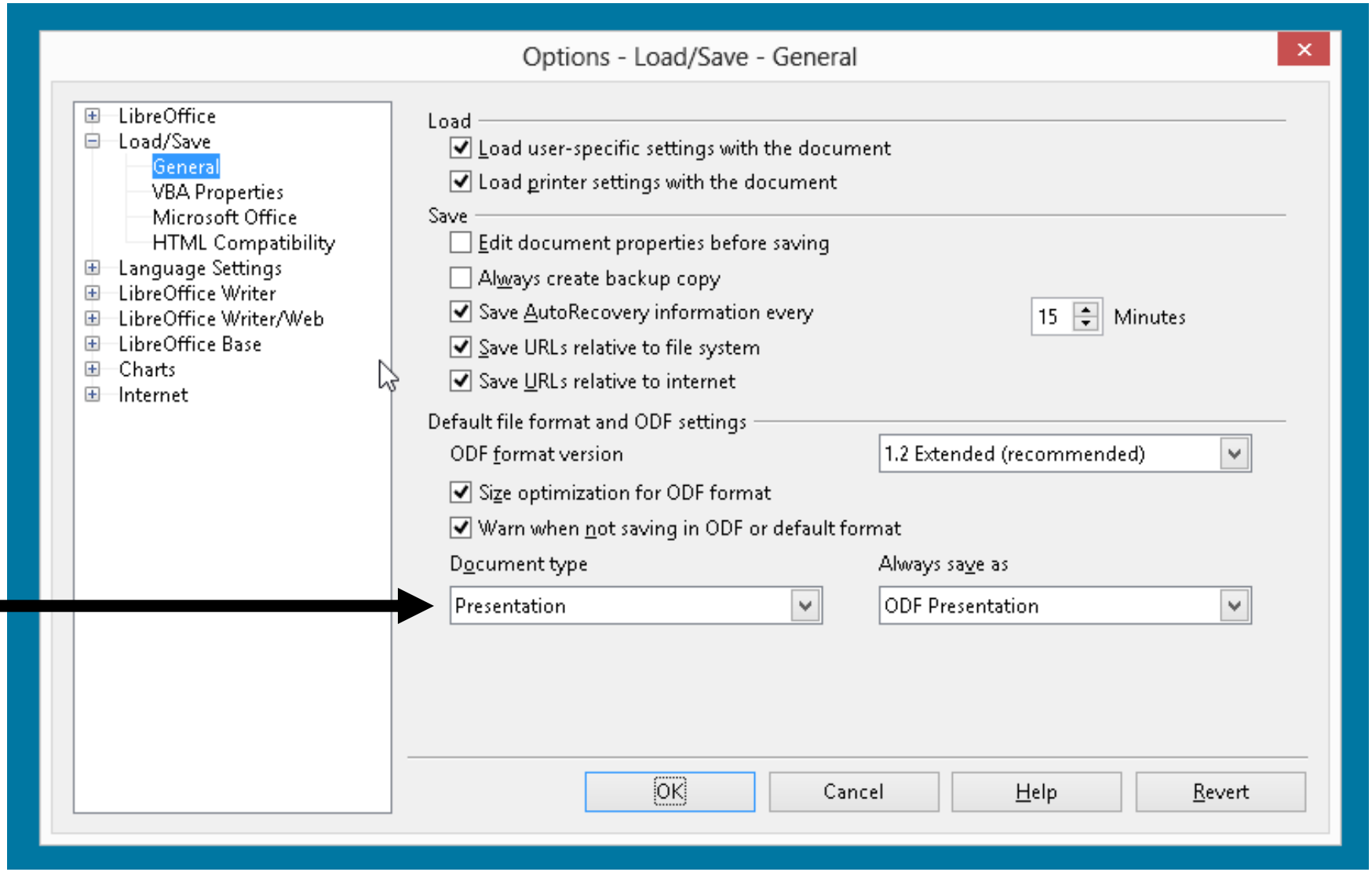

Advanced
Online Update
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
ODF fo
Size
Wa
Docum
Text d

- Step 42: Use the drop-down list button to select "Presentation" for "Document type":

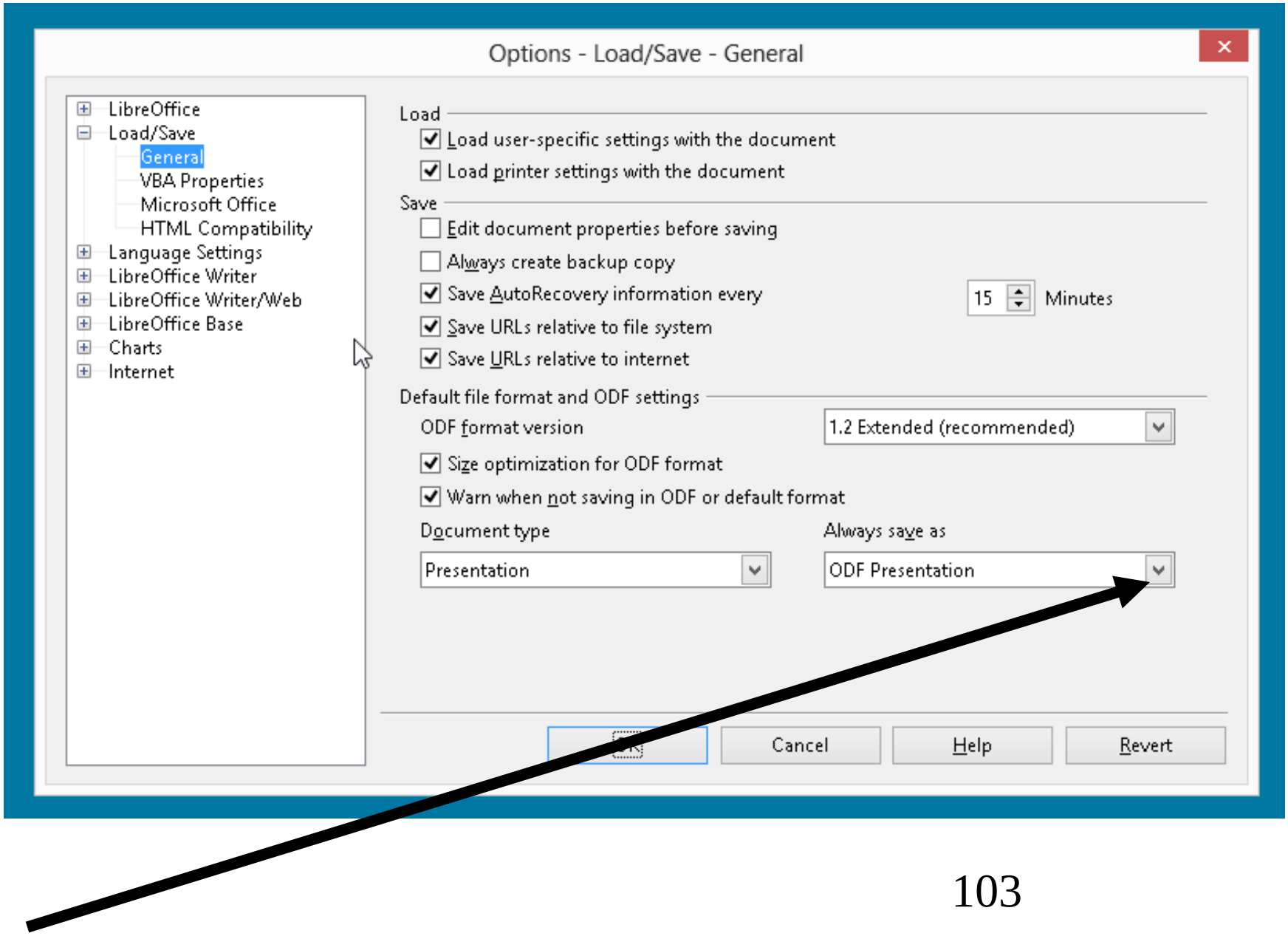

Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
Microsoft Word 97/2000/XP/2003
OK
Cancel
Help
Revert

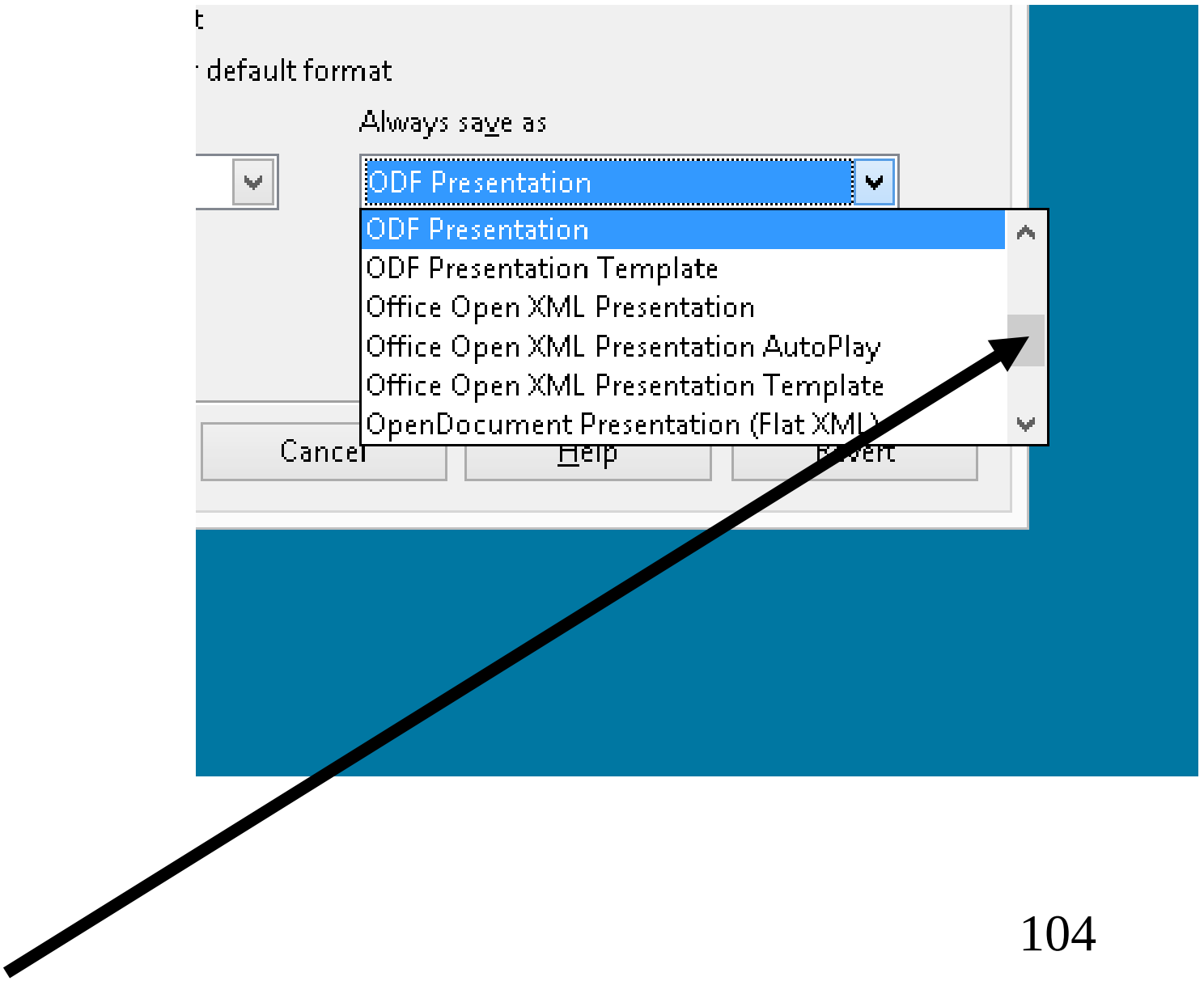

Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Text document
Microsoft Word 97/2000/XP/2003
Text document
HTML document
Master document
Spreadsheet
Presentation
Drawing
OK
Cancel
Help
Revert

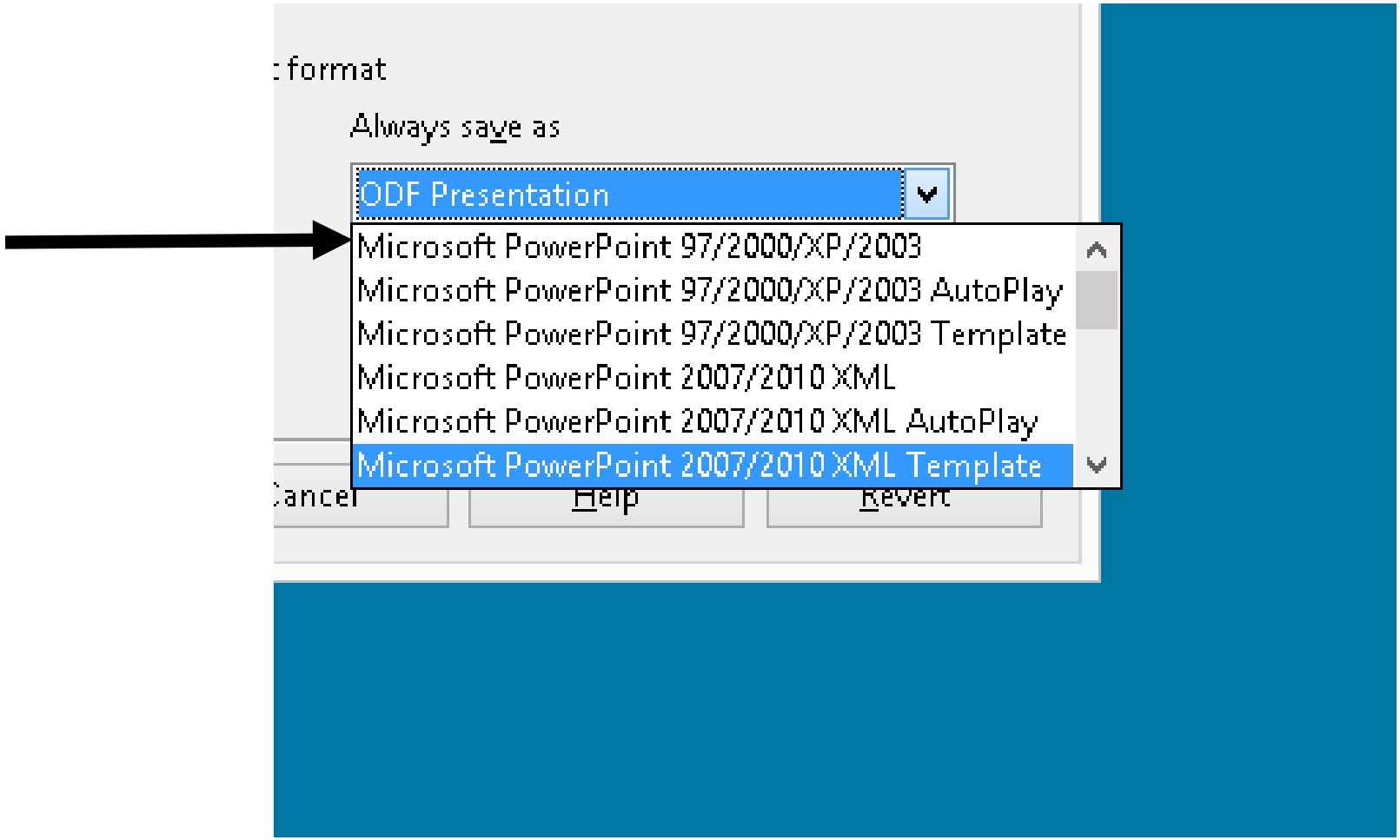

Document type
Text document
Text document
HTML document
Master document
Spreadsheet
Presentation
Drawing
OK
Car

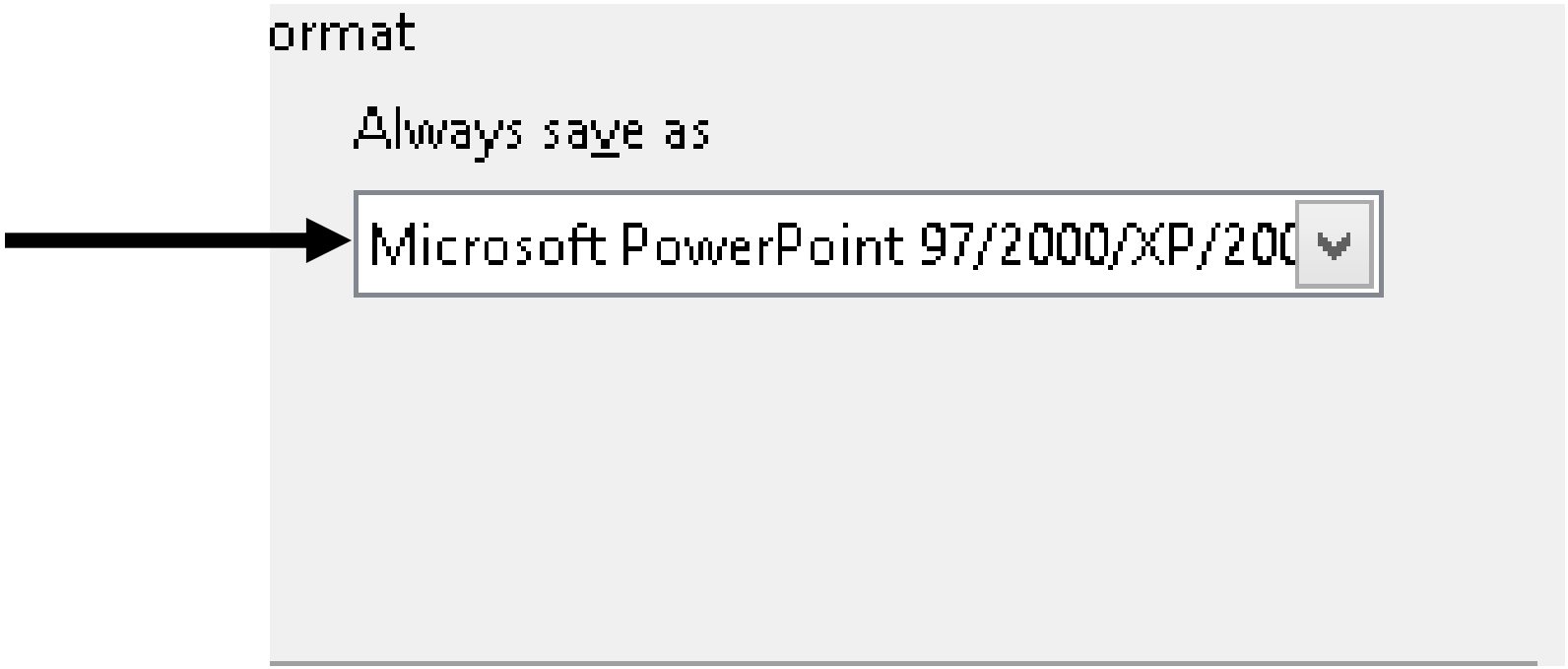

Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Presentation
ODF Presentation
OK
Cancel
Help
Revert

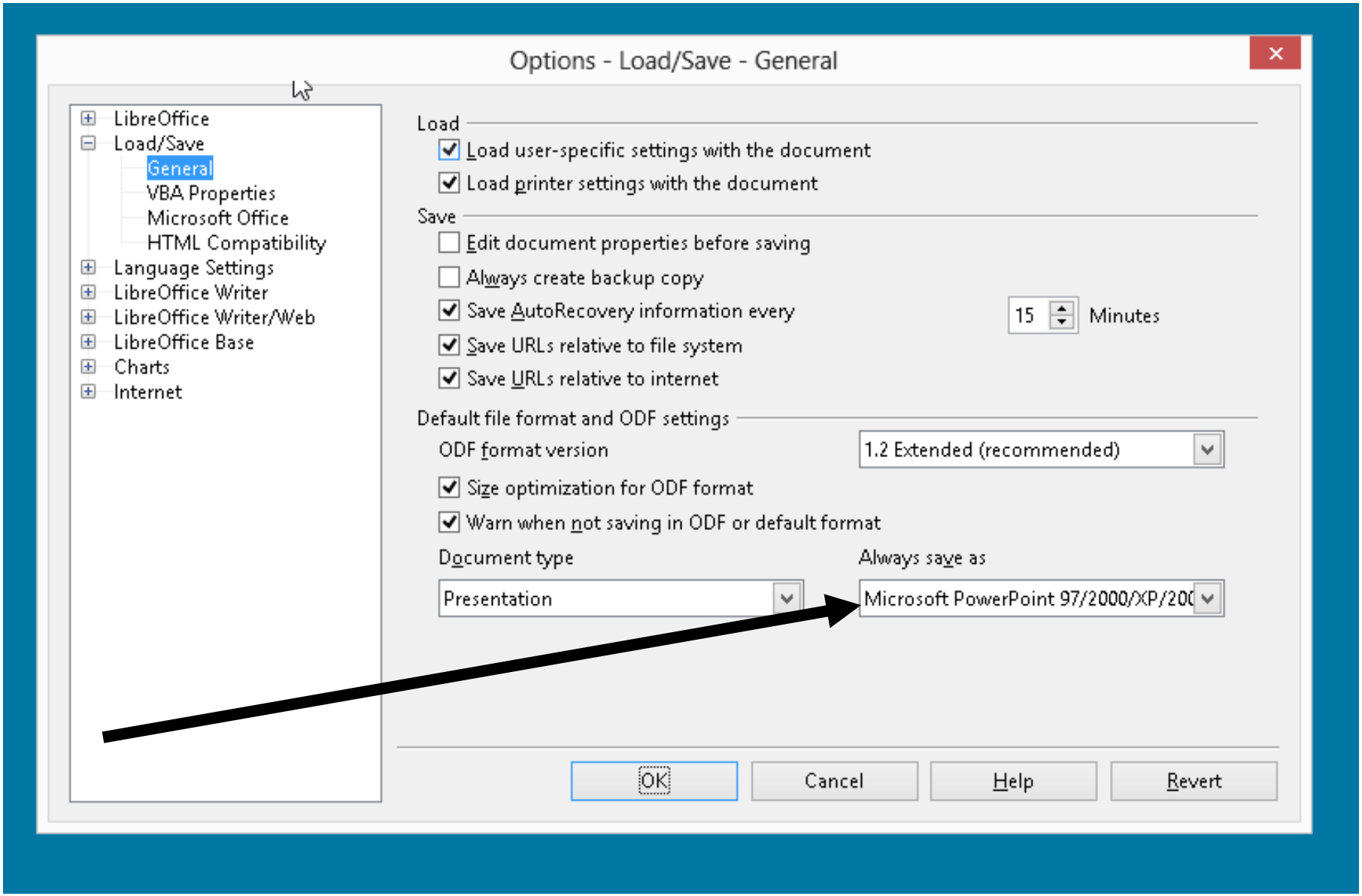
- Step 43: Set "Always save as" to "Microsoft Excel 97/2000/XP/2003" format. (You will have to use the vertical scroll bar on the right edge of the drop-down list in order to scroll upward.)


Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Presentation
ODF Presentation
OK
Cancel
Help
Revert

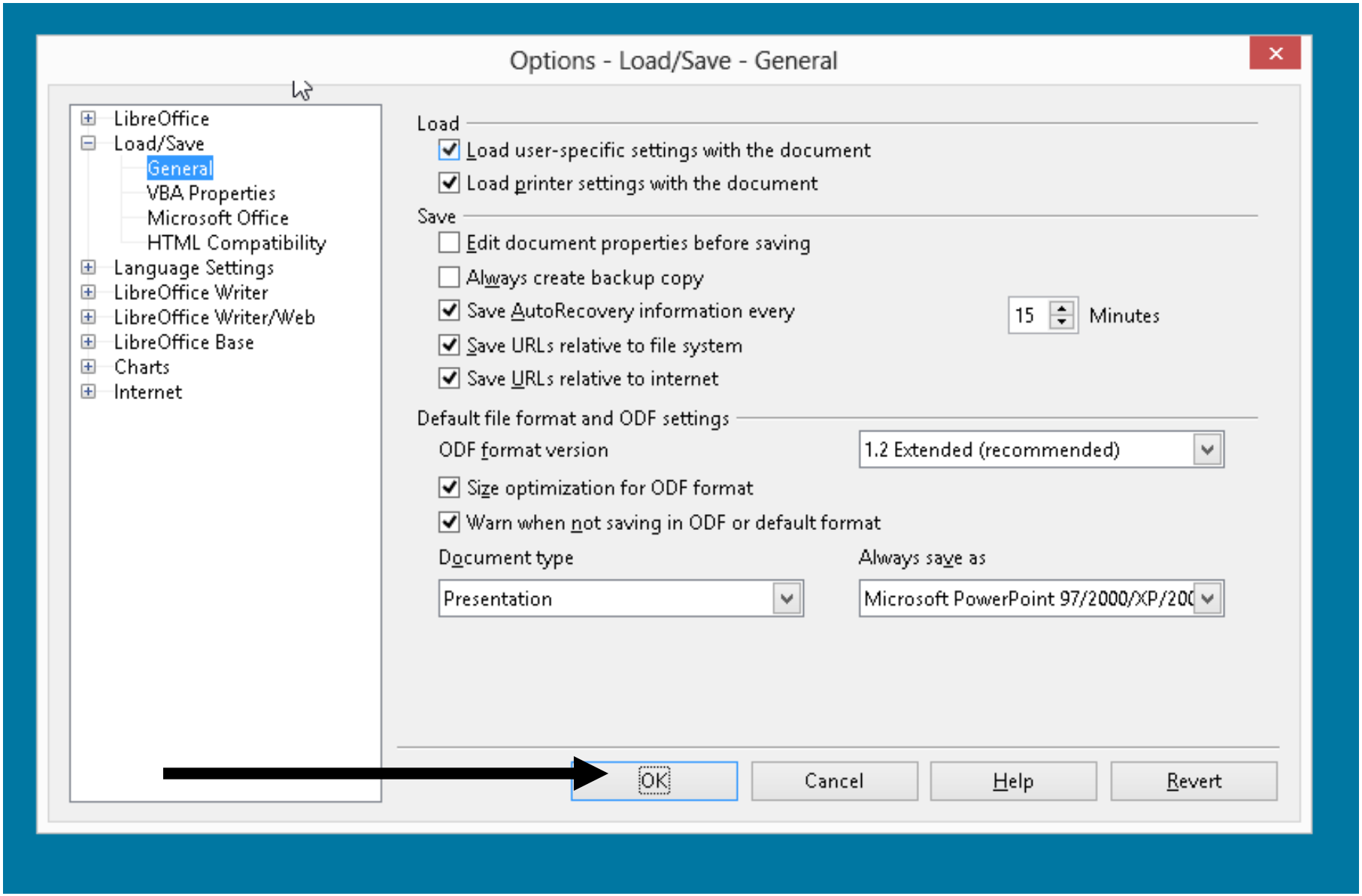

default format
Always save as
ODF Presentation
ODF Presentation
ODF Presentation Template
Office Open XML Presentation
Office Open XML Presentation AutoPlay
Office Open XML Presentation Template
OpenDocument Presentation (Flat XML)
Cancel
Help


: format
Always save as
ODF Presentation
Microsoft PowerPoint 97/2000/XP/2003
Microsoft PowerPoint 97/2000/XP/2003 AutoPlay
Microsoft PowerPoint 97/2000/XP/2003 Template
Microsoft PowerPoint 2007/2010 XML
Microsoft PowerPoint 2007/2010 XML AutoPlay
Microsoft PowerPoint 2007/2010 XML Template
Cancel
Help
Revert


ormat
Always save as
Microsoft PowerPoint 97/2000/XP/200

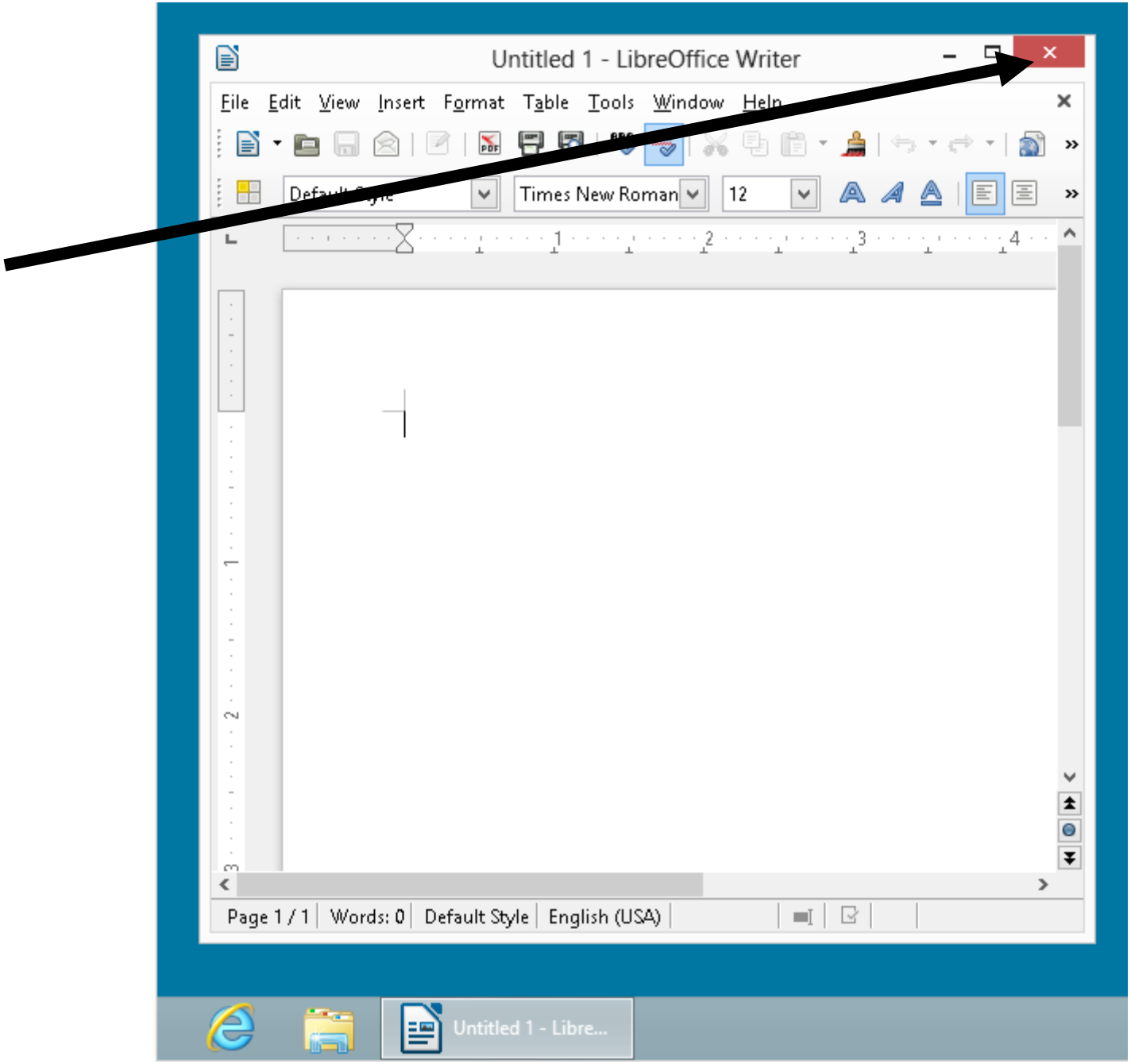

Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Presentation
Microsoft PowerPoint 97/2000/XP/200
OK
Cancel
Help
Revert

- Step 44: Click on the "OK" button:


Options - Load/Save - General
LibreOffice
Load/Save
General
VBA Properties
Microsoft Office
HTML Compatibility
Language Settings
LibreOffice Writer
LibreOffice Writer/Web
LibreOffice Base
Charts
Internet
Load
Load user-specific settings with the document
Load printer settings with the document
Save
Edit document properties before saving
Always create backup copy
Save AutoRecovery information every
15
Minutes
Save URLs relative to file system
Save URLs relative to internet
Default file format and ODF settings
ODF format version
1.2 Extended (recommended)
Size optimization for ODF format
Warn when not saving in ODF or default format
Document type
Always save as
Presentation
Microsoft PowerPoint 97/2000/XP/200
OK
Cancel
Help
Revert

- Step 45: The "Options - Load/Save - General" box will disappear.

- Step 46: Close the "LibreOffice Writer" window by clicking on the "x" button in the upper-right corner:


Untitled 1 - LibreOffice Writer
File Edit View Insert Format Table Tools Window Help
Times New Roman
12
Page 1 / 1
Words: 0
Default Style
English (USA)
Untitled 1 - Libre...