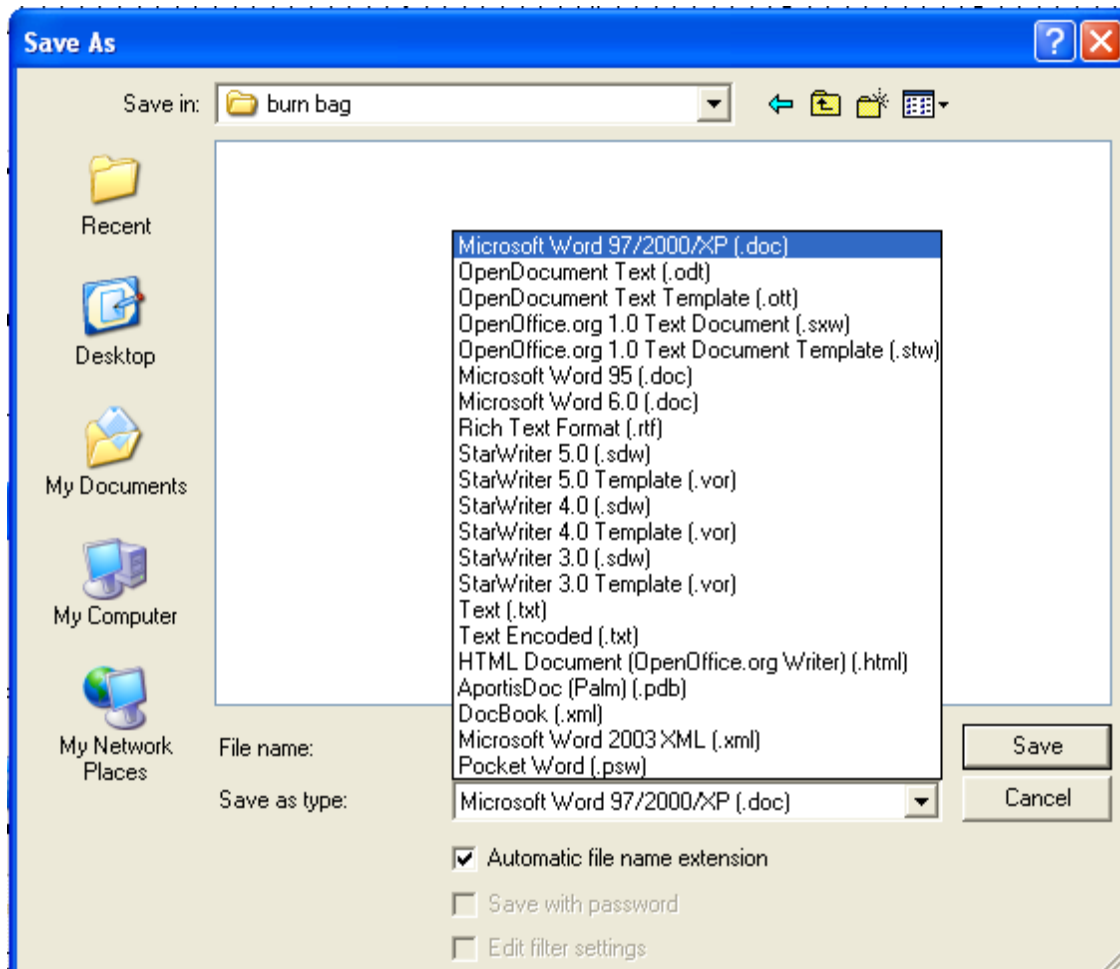


Open Office Writer is capable of saving documents in many different formats.

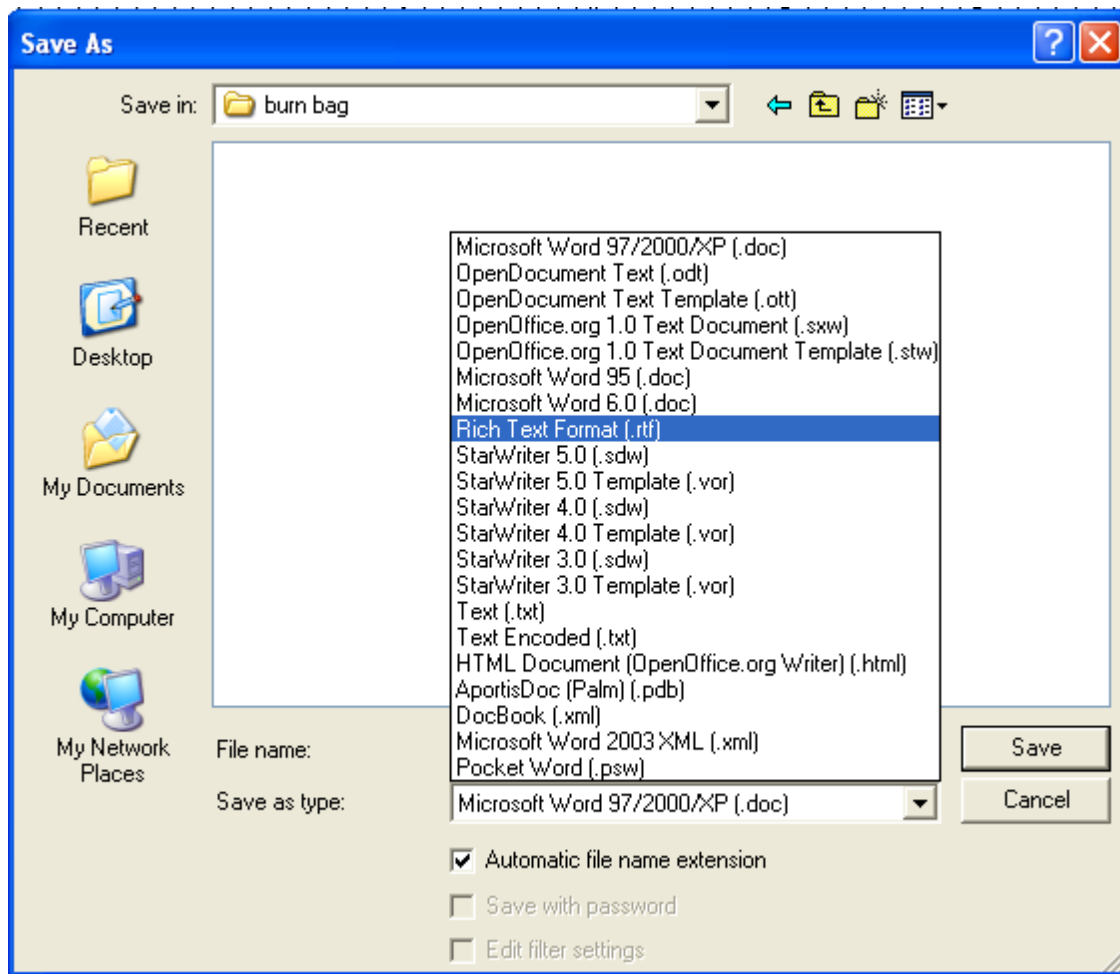
Click the “file” menu (upper left corner) and this will open a menu where you can select “save as” which will open up the box shown below. From here you can select where on the computer the file is saved, the name of the file and by clicking the “save as type” arrow you can select the *type* of file it is saved as.

The primary format type that we use is the one highlighted on top (Microsoft Word 97/2000/XP (.doc))



Please proceed to the next page for information on how to save a file in the Rich Text Format.

The secondary format that we can use is Rich Text Format (.rtf):

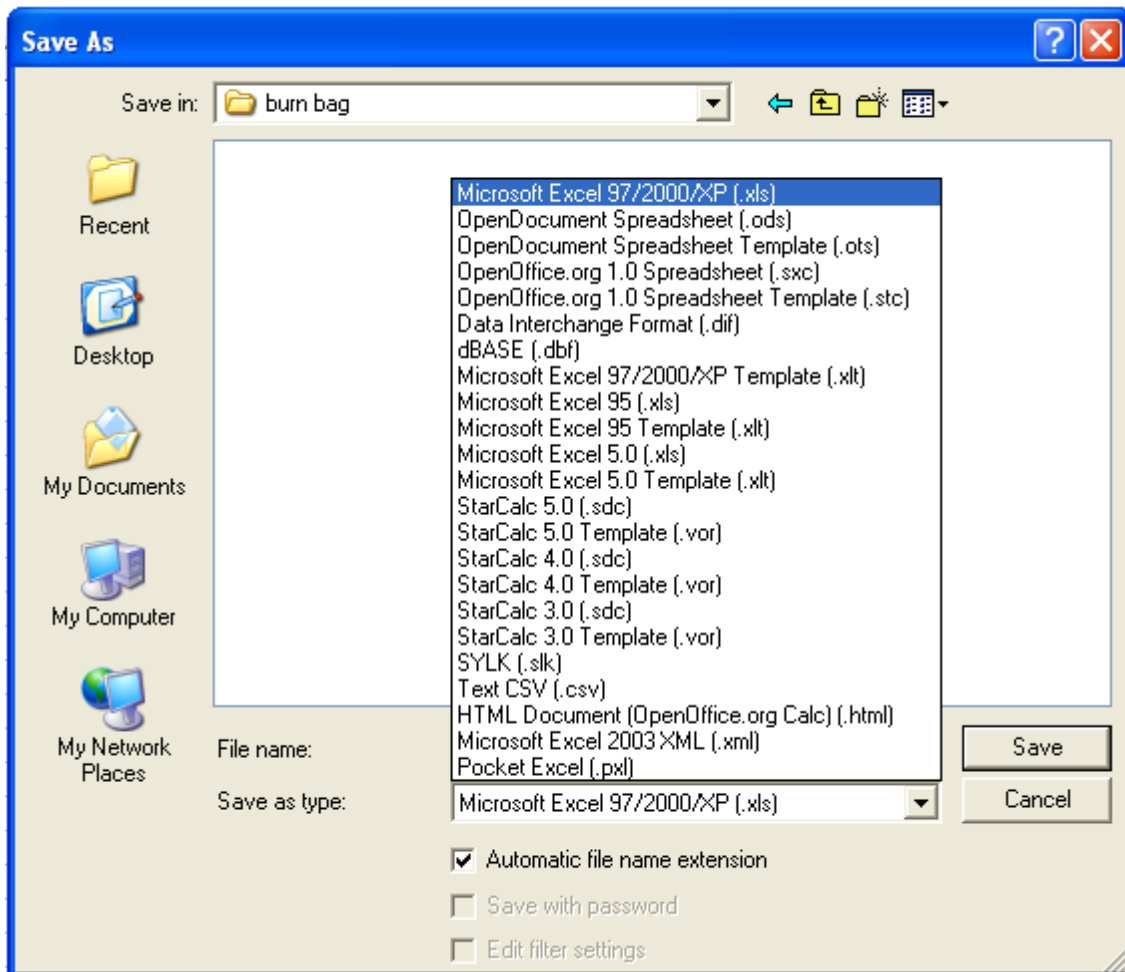


Please note that there are a number of other file formats that can be selected which we must **not** use because other word processors will not be able to open them.

Open Office version 2.1 has a native file type (.odt) which is a new universal standard that has been adopted by almost everyone except Microsoft. Open Office 2.1 will also save files in a number of other advanced formats which nothing except the very newest Office Suites would be able open.

Please proceed to the next page for information on how properly save spread sheet files.

The primary and only file type that we save spreadsheets in is Microsoft Excel 97/2000/XP (.xls)

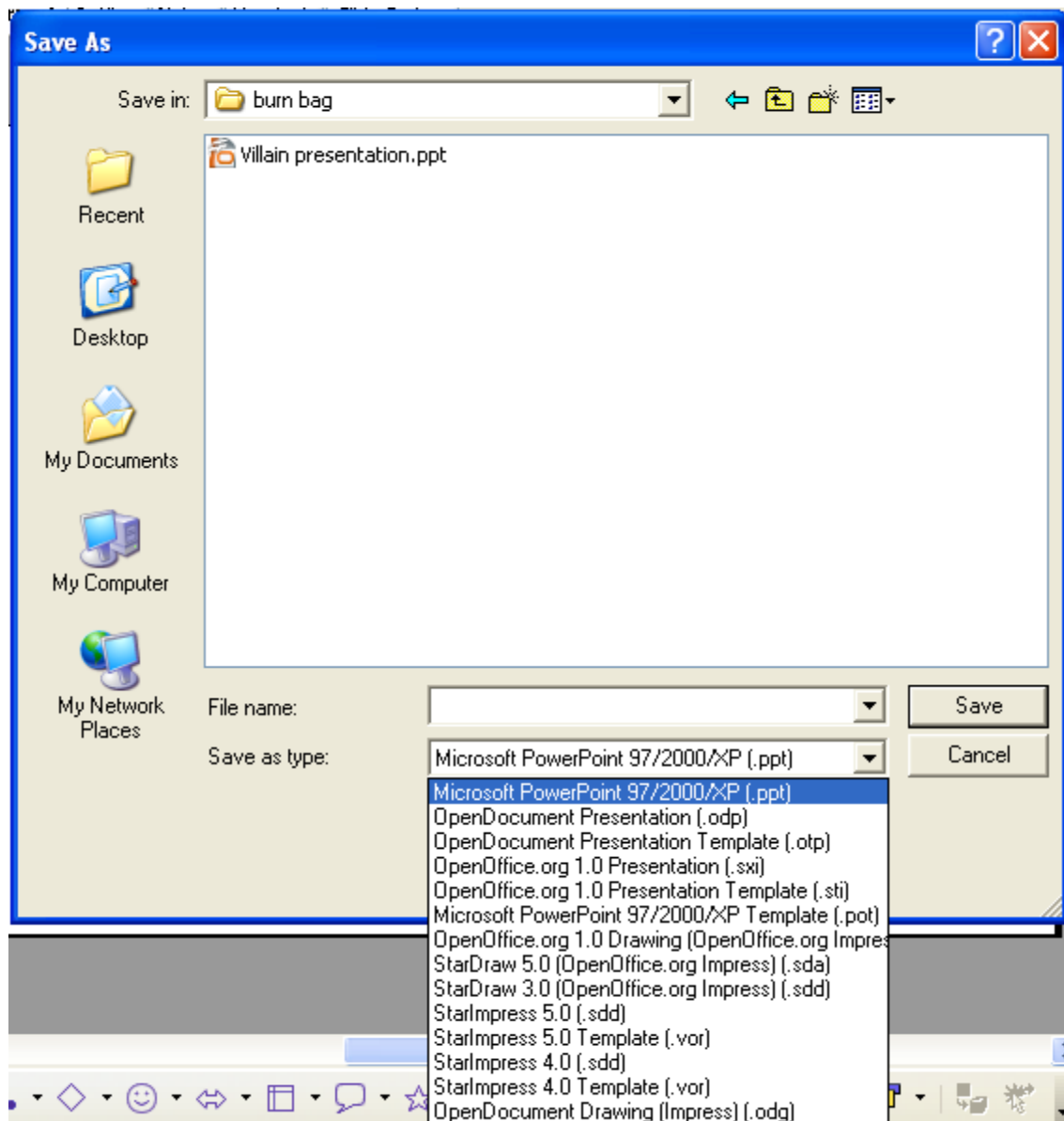


Note that there are many other file types from which to select. Once again, the **only** one we will use is “.xls”

There is no equivalent to “Rich Text Format” in the spread sheet world.

Please proceed to the next page for information on how properly power point files.

The primary and only file type for saving Power Point is Microsoft PowerPoint 97/2000/XP (.ppt)



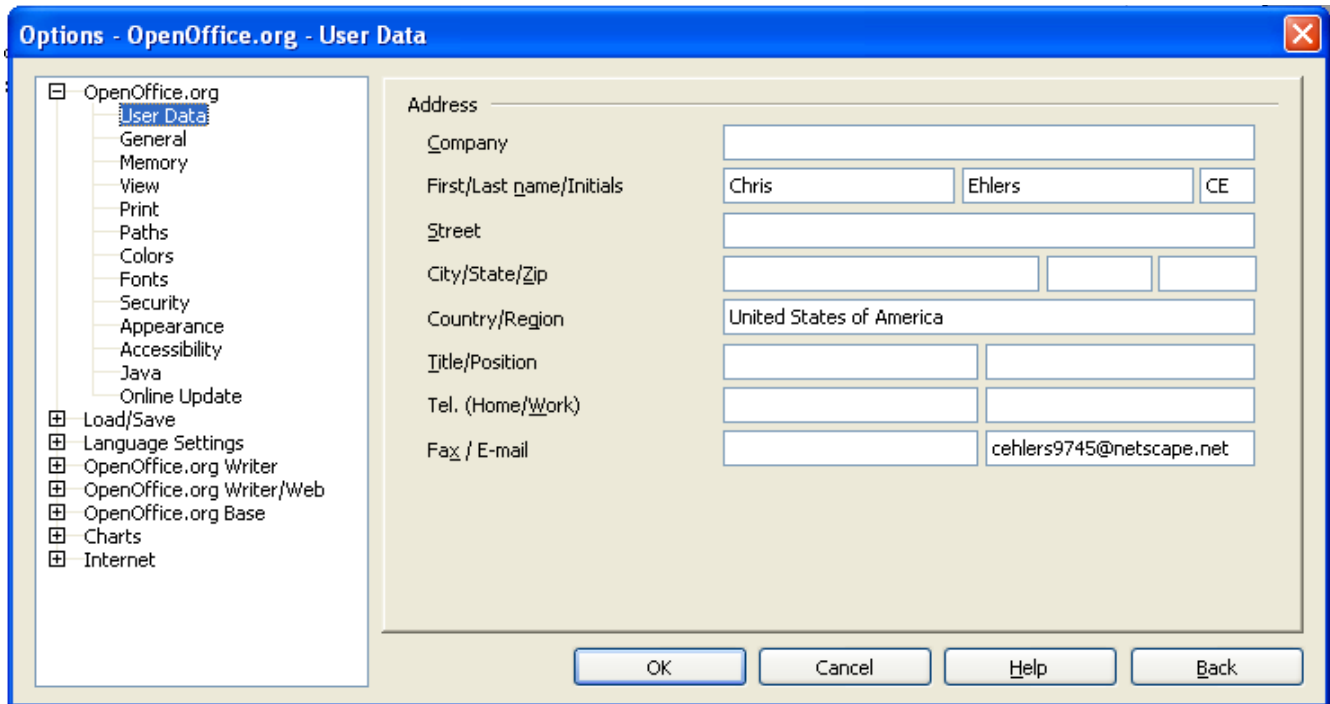
Note that there are many other file types from which to select. Once again, the *only* one we will use is “.ppt”

Once again, there is no equivalent to “Rich Text Format” in the PowerPoint world.

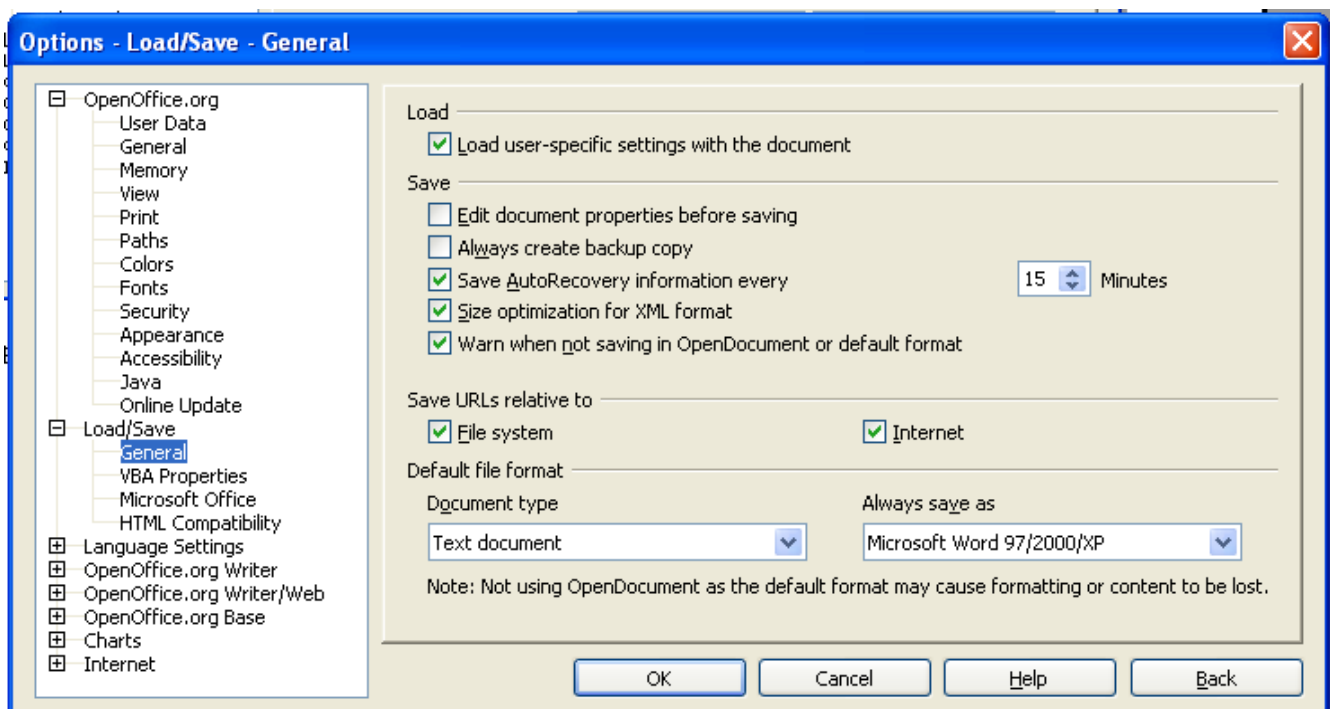
Instructions on how to set the default file types for “Writer”, “Calc” and “Impress” (the equivalent of Word, Excel and PowerPoint) follow on the next page.

Here's the menu path:

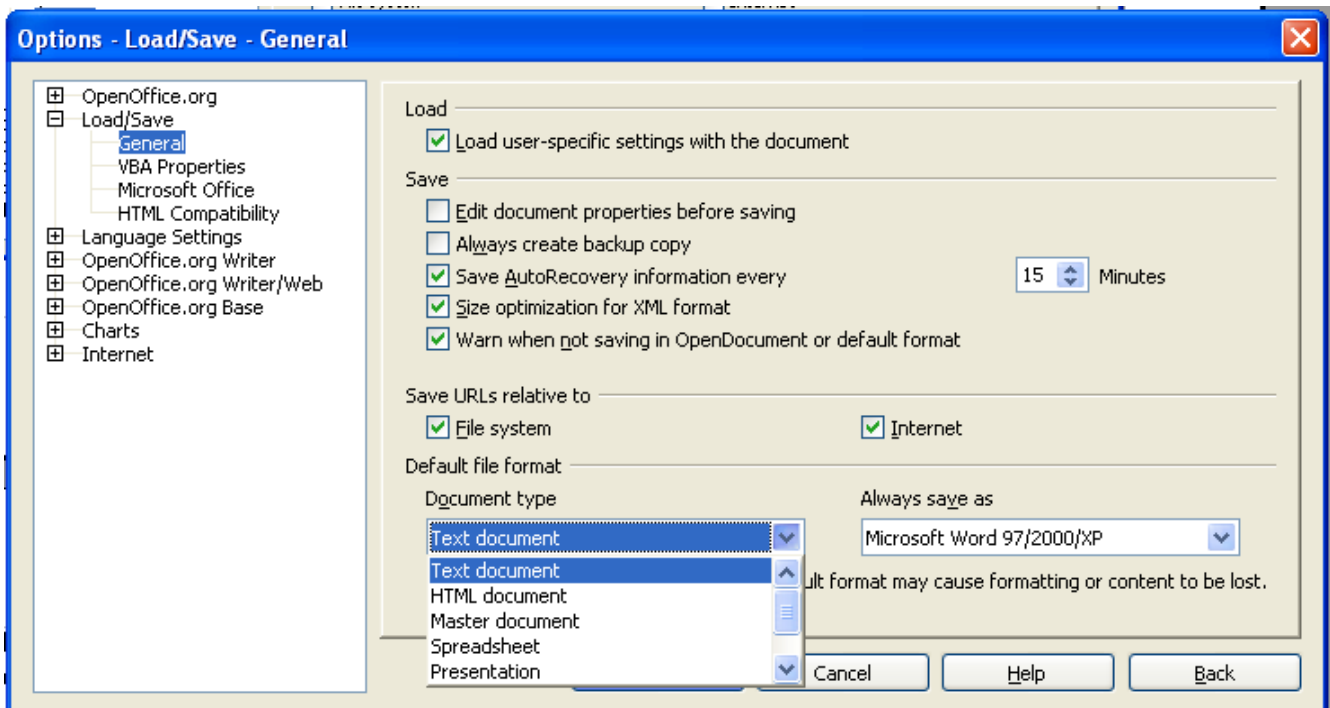
Click on Tools, then arrow down to the bottom to “Options” and click on that which will open the block shown below:



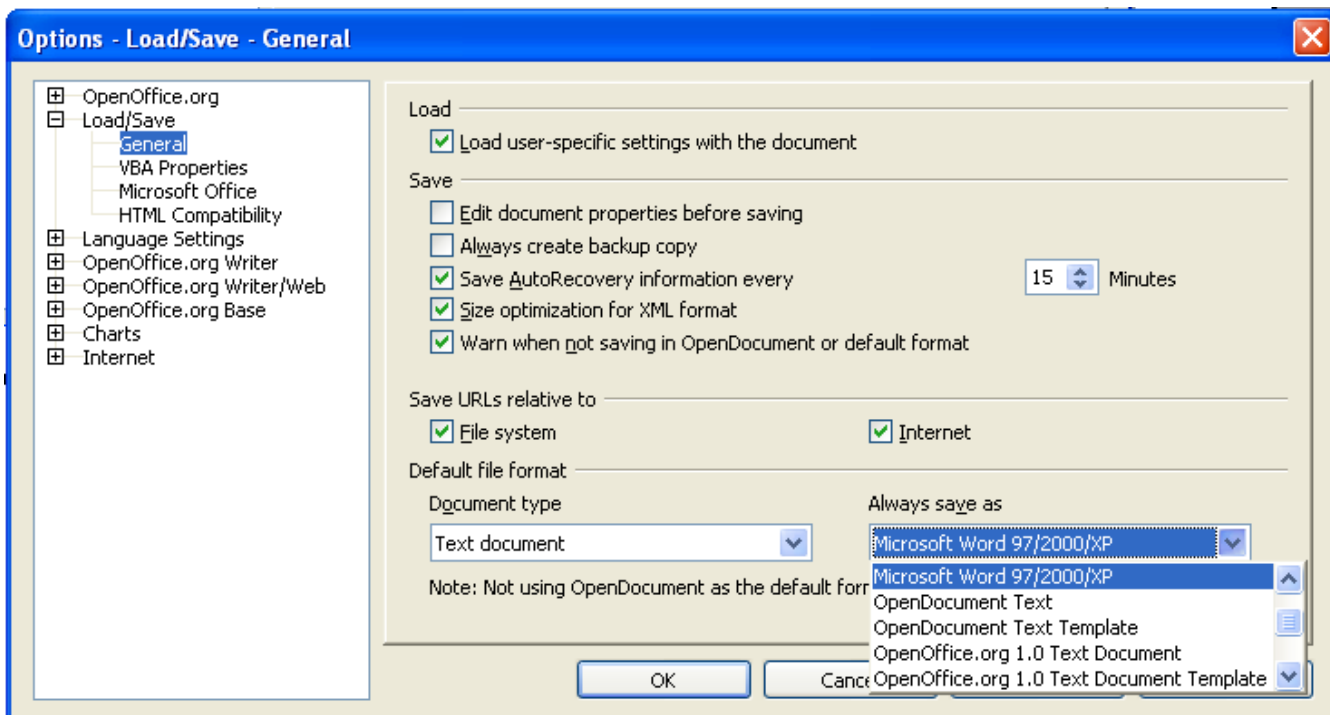
Click plus sign on “Load/Save” line to expand that list, then click on “General” and the following screen will open:



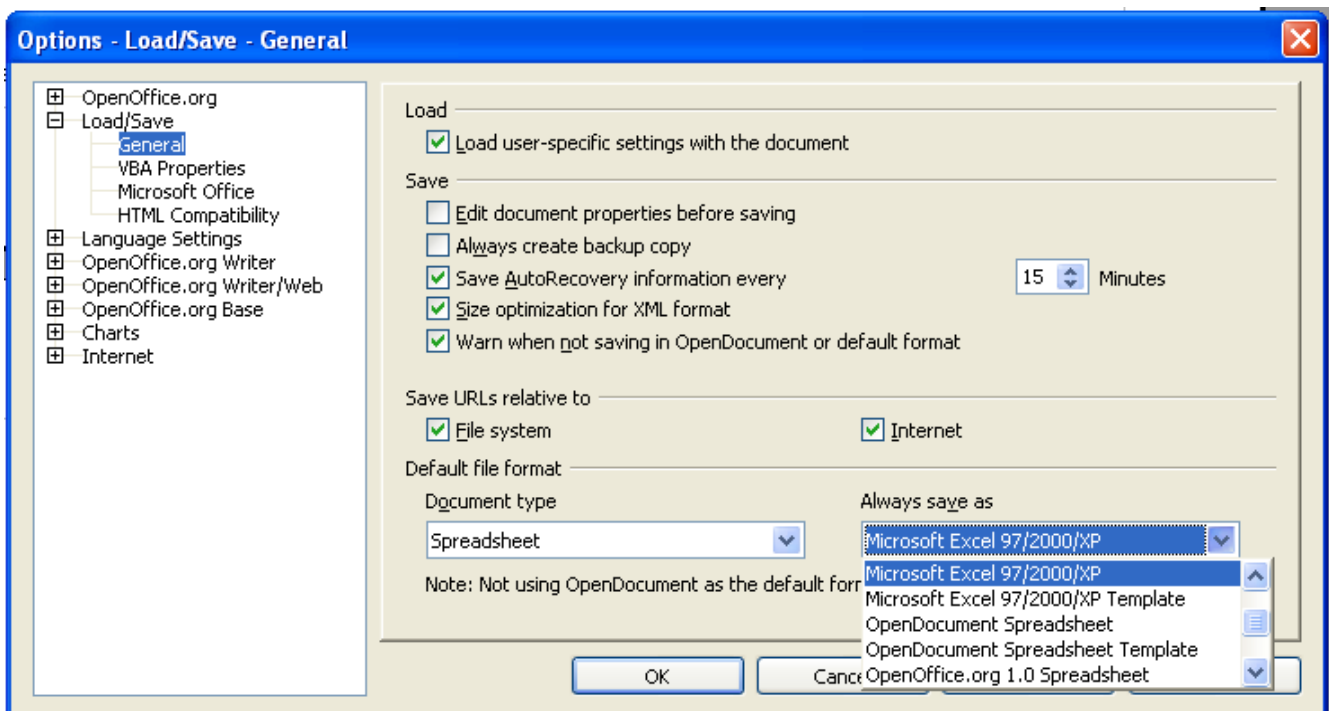
Note the box on the lower center area labeled “Document type”. Click the arrow to open the menu and note the selections available for “Text Document”, “Spreadsheet” and “Presentation”.



Now note the menu box to the right that says, “always Save as” and click on the arrow of that box which open this display:

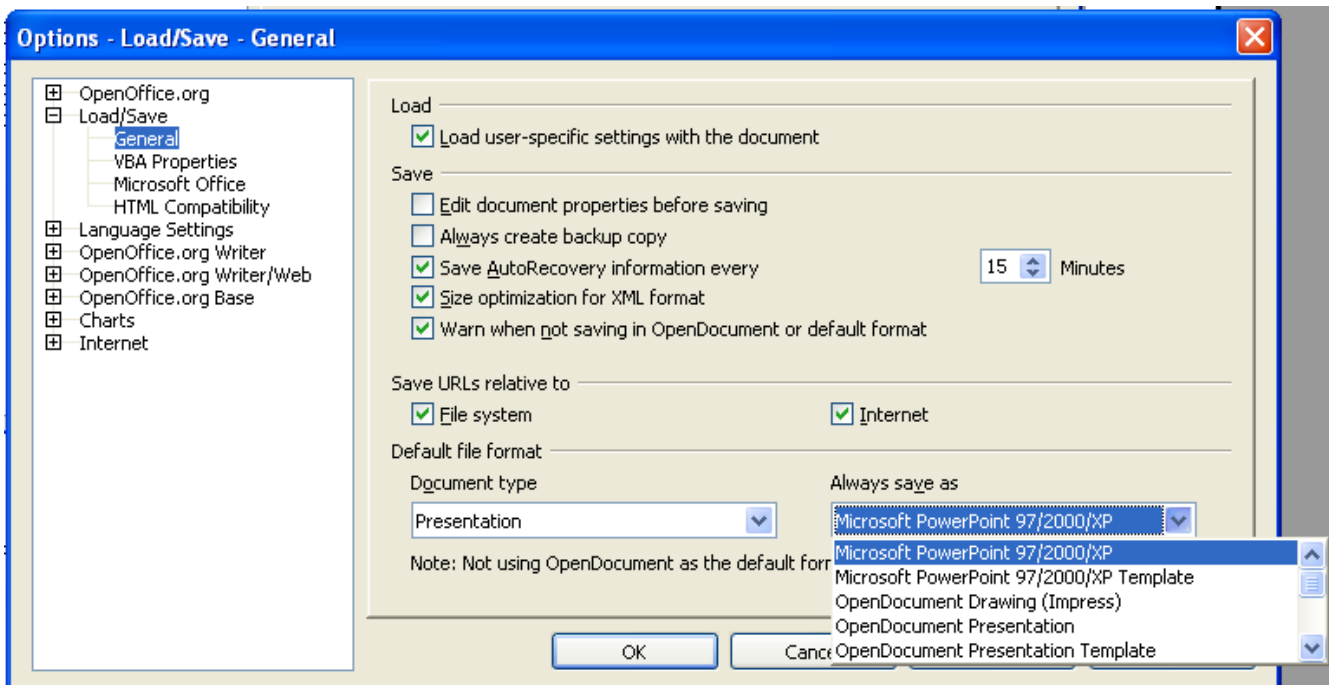


Make sure Microsoft Word 97/2000/XP is selected. Now click the arrow on the “Document type” again and select “Spread Sheet”. (See the picture on the next page.)



Select Microsoft Excel 97/2000/XP.

Now click the arrow on Document type again and select “Presentation”, then select “Always Save As” and this is what you will see:



Select Microsoft PowerPoint 97/2000/XP.

When this is done, select “OK” and the window will close.

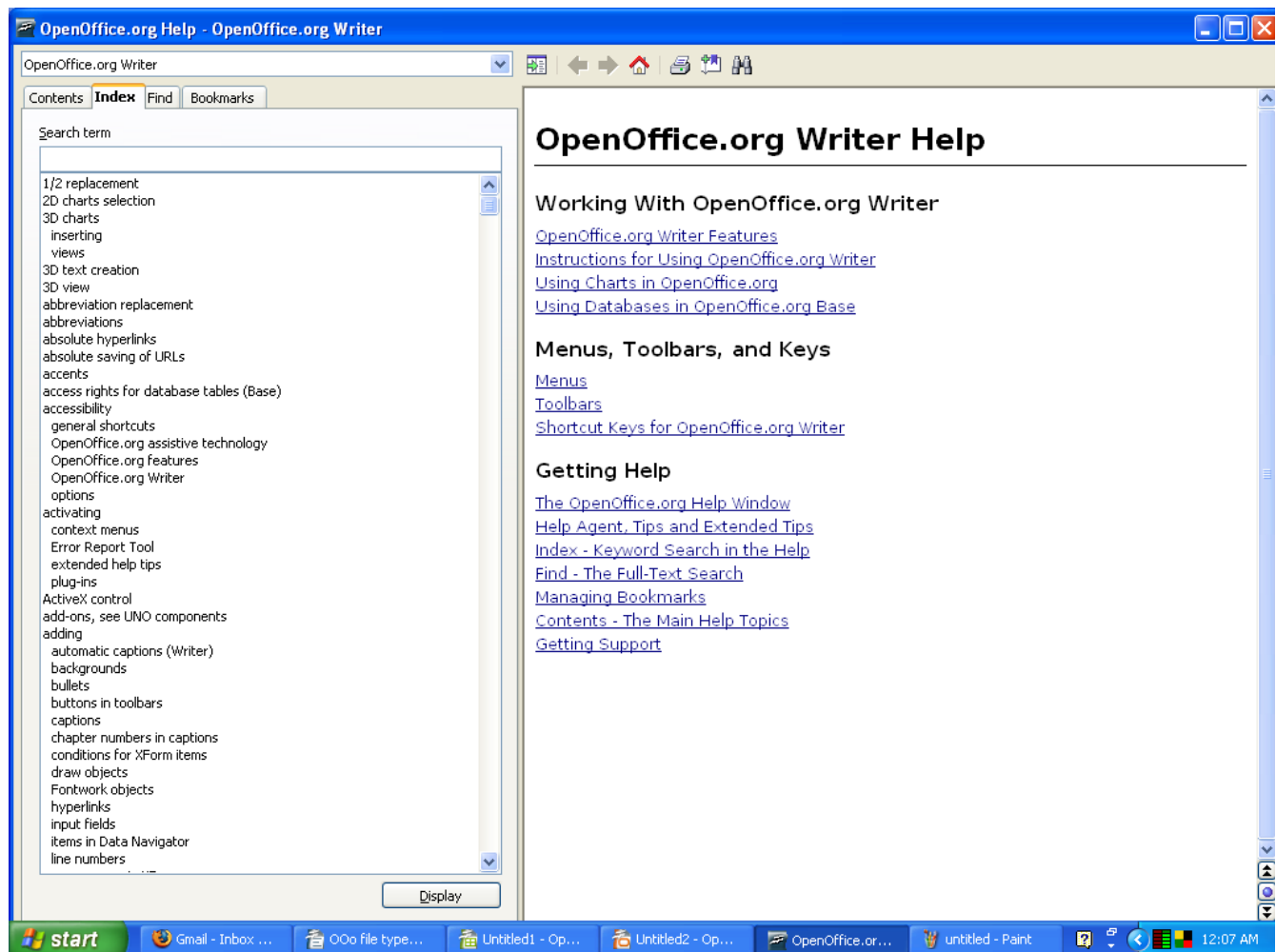
This procedure **must** be checked if you log on to a campus computer that you normally do not use. On Windows 2000 and Windows XP machines, Open Office will default to it's native file save formats and this procedure **must** be performed.

It only need to be performed once per “user”. Second and subsequent logins by someone who has already logged in and changed the default file safe settings will be retained.

If you are in doubt about what format your file is being saved as, select the “Save As” option from the pull down menu which will allow you to name the file, check the default extension and specify exactly where the file will be saved.

This is not something unique to Open Office. Microsoft and virtually everyone else who offers this feature as part of their software uses the “File Save” feature and the dialog box is virtually identical on all platforms. This has been an industry standard for more than ten years.

I have one last feature to point out: The “Help” button on the toolbar. Here's yet another screen shot:



This is a full featured help facility. Please try to resolve any questions you may have through this excellent help file.

This document was produced using Open Office 2.1 on 2/19/2007.