

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..".

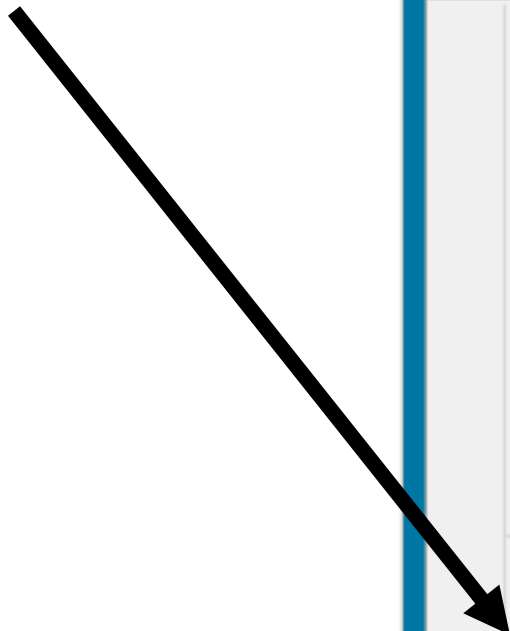
Make "LibreOffice Calc" default to the **.xls** file format of "Microsoft Excel.." and

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

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

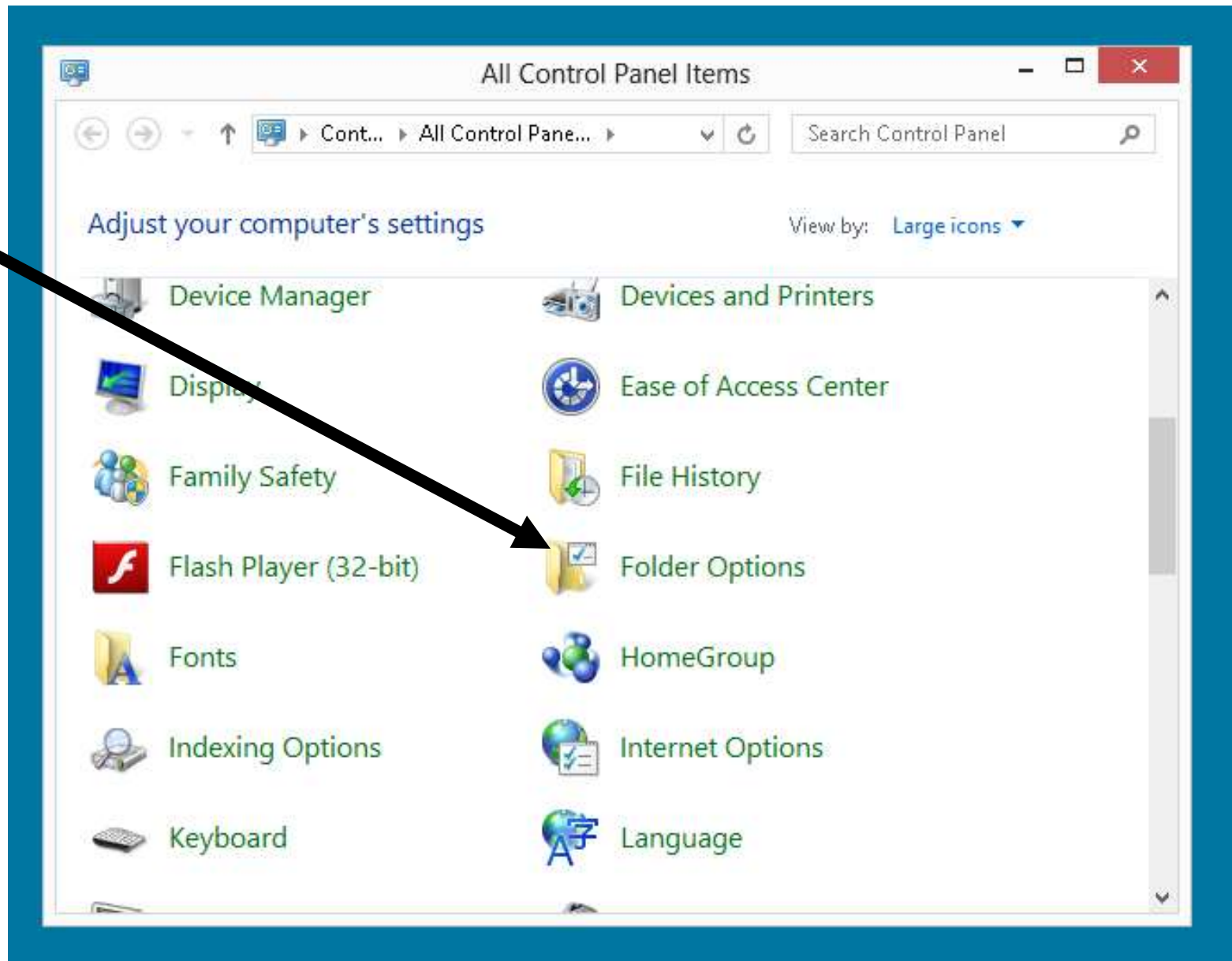
- Step 1: Start the "Control Panel".
If you are running "Windows XP", "Windows Vista", or "Windows 7", click on the "Start" button, then click on "Control Panel".

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

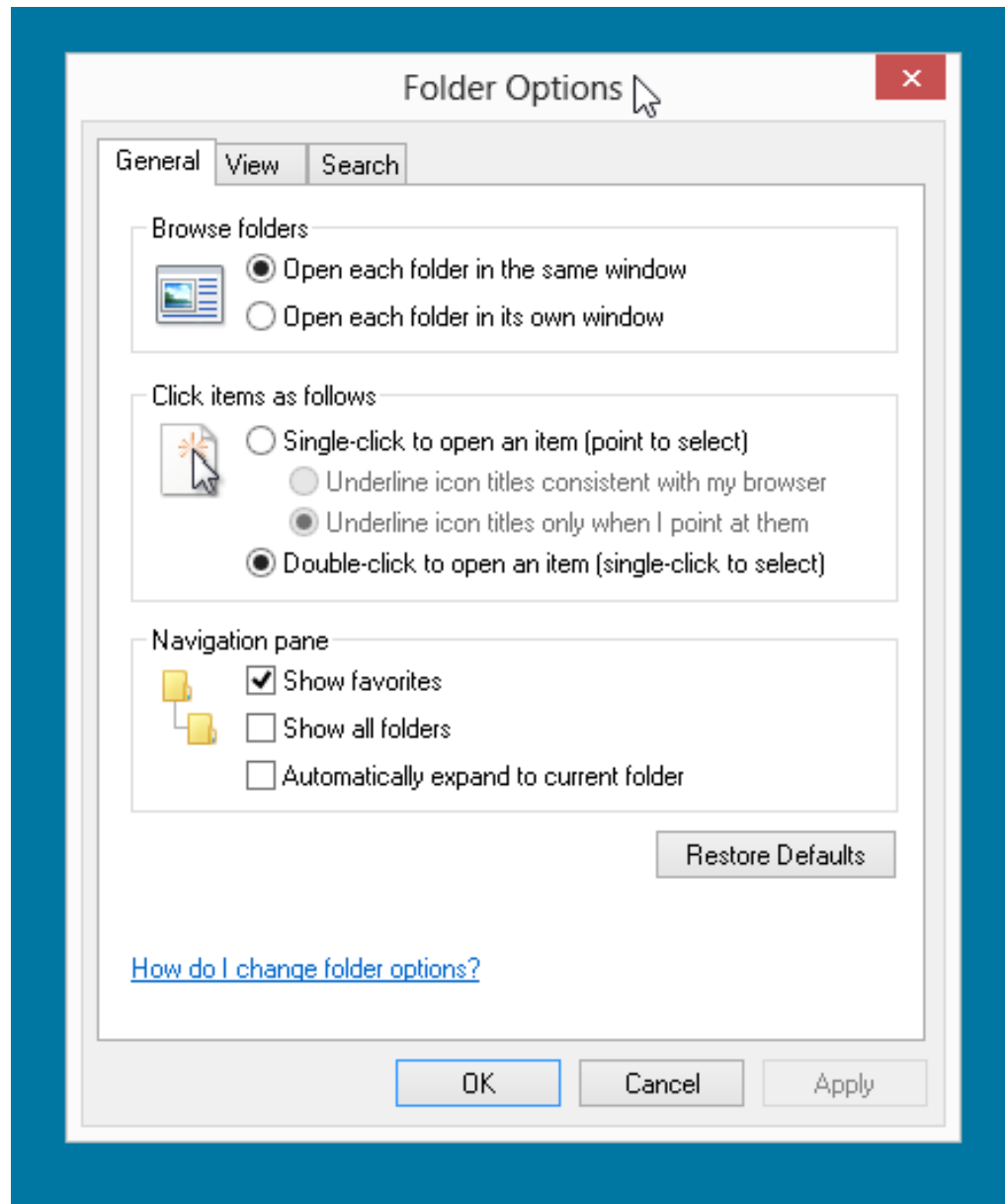


- Programs and Features
- Power Options
- Event Viewer
- System
- Device Manager
- Disk Management
- Computer Management
- Command Prompt
- Command Prompt (Admin)
- Task Manager
- Control Panel
- File Explorer
- Search
- Run
- Desktop

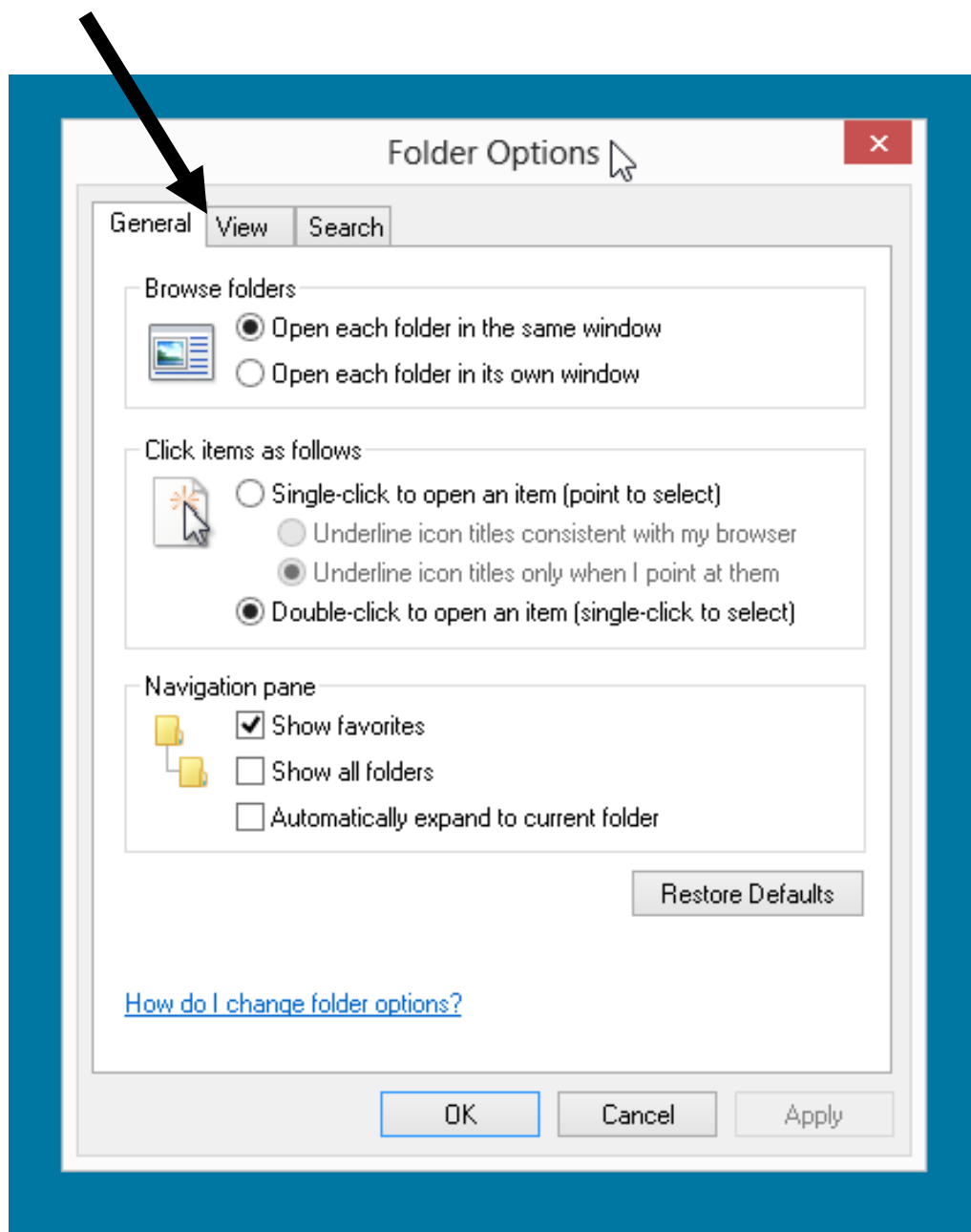
- Step 2: Double-click on "Folder Options" inside the "Control Panel".



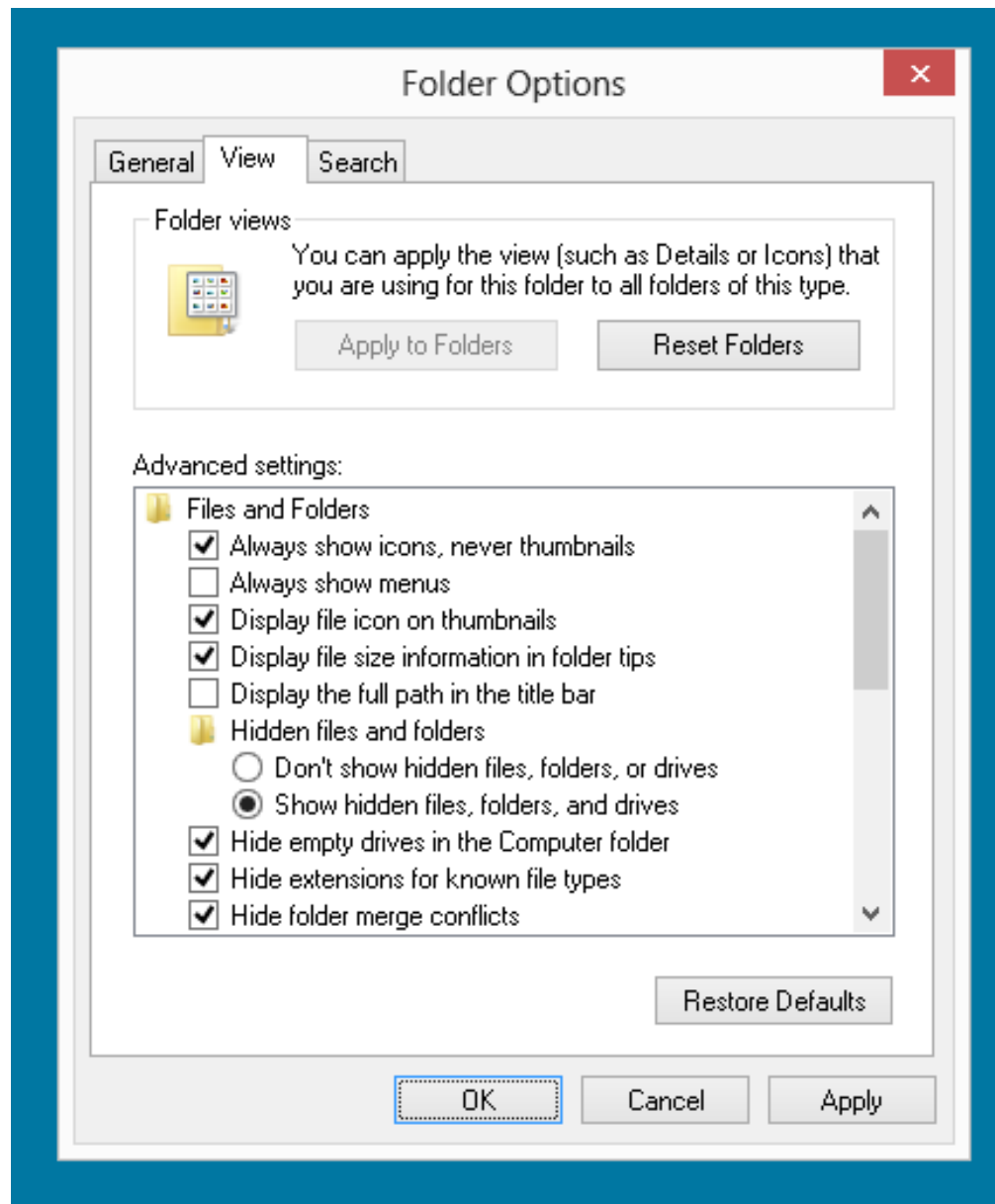
- Step 3: A "Folder Options" box will be displayed:



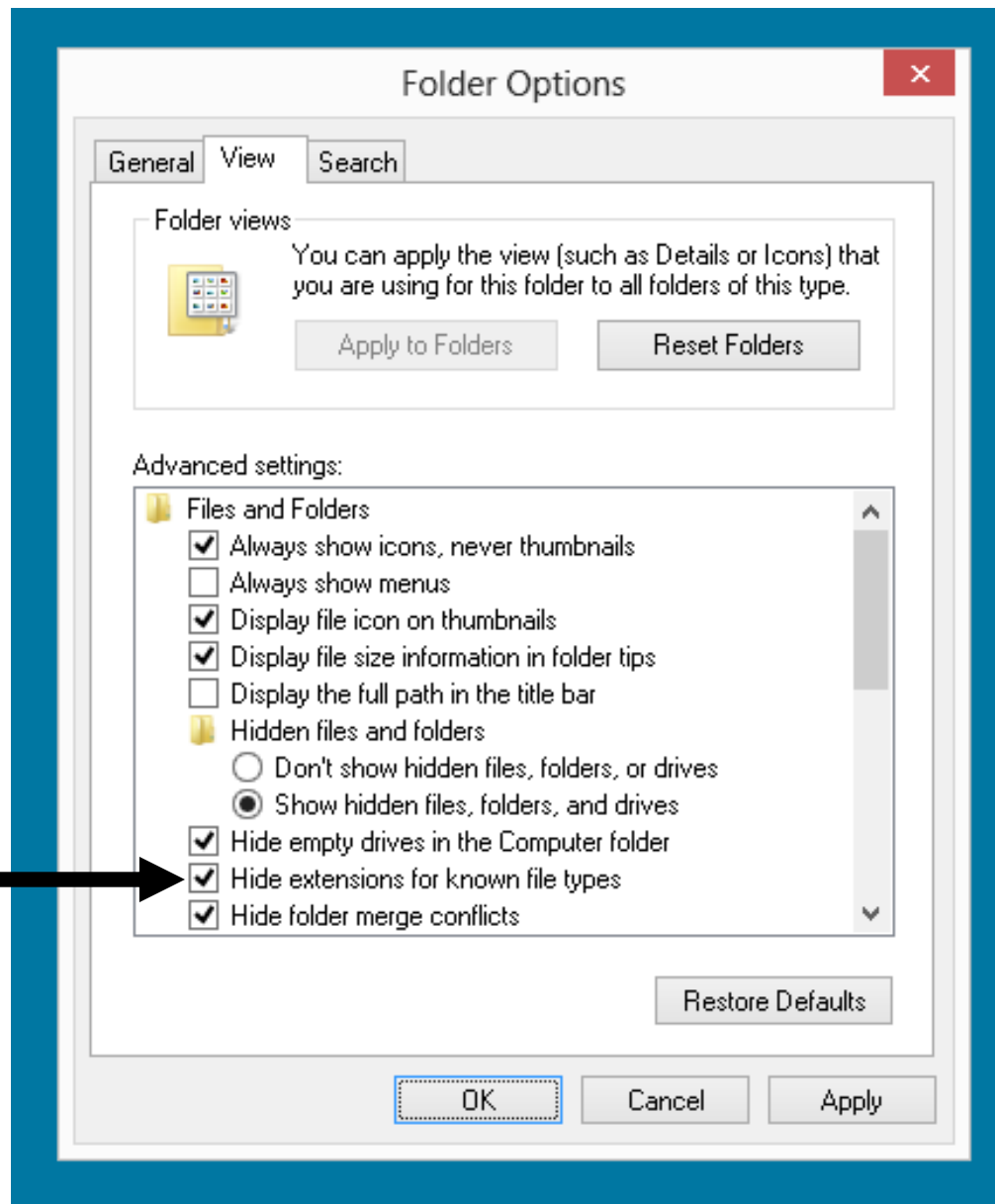
- Step 4: Click on the "View" tab of the "Folder Options" box:

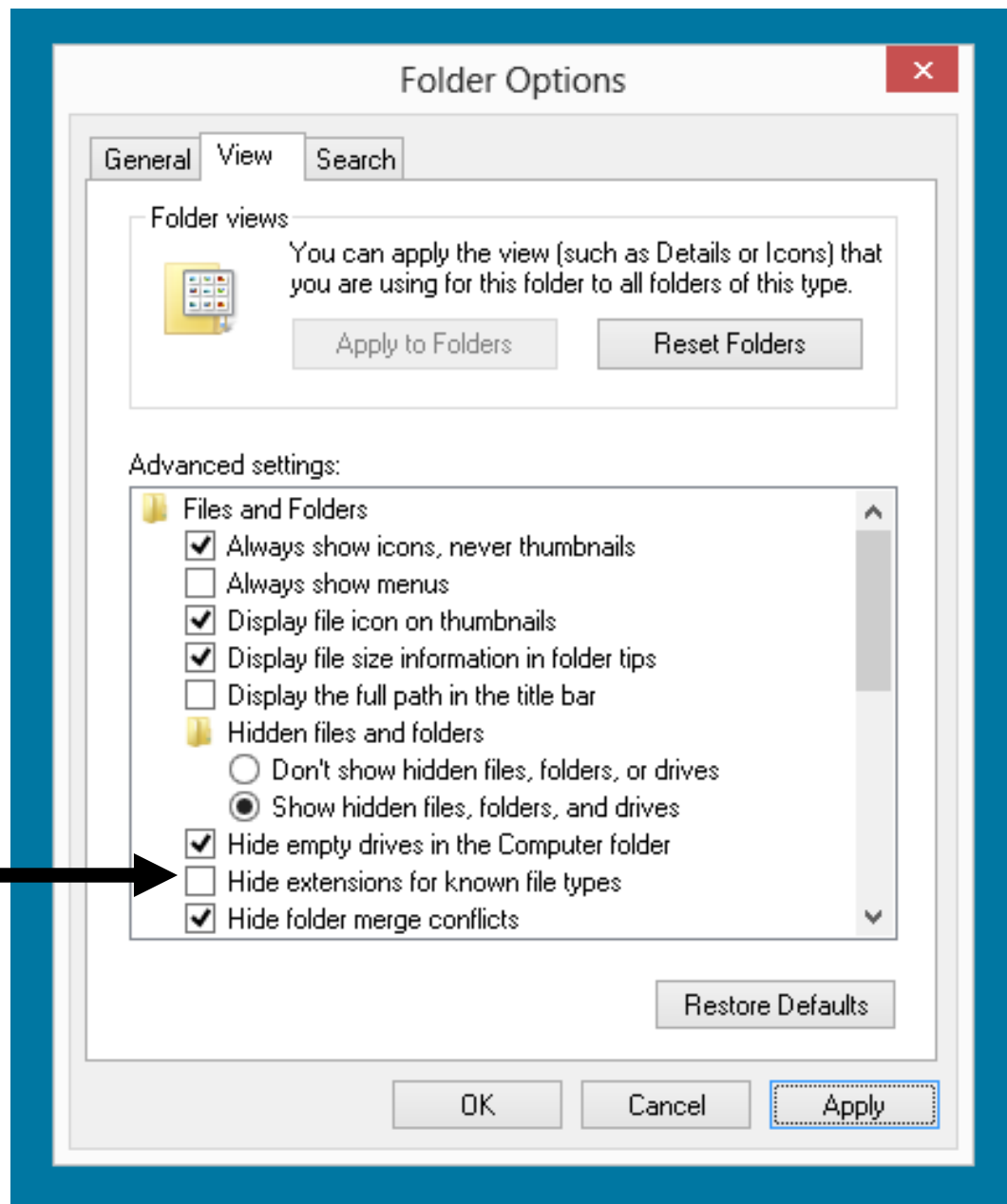


- Step 5: The "View" tab of the "Folder Options" box will be displayed:

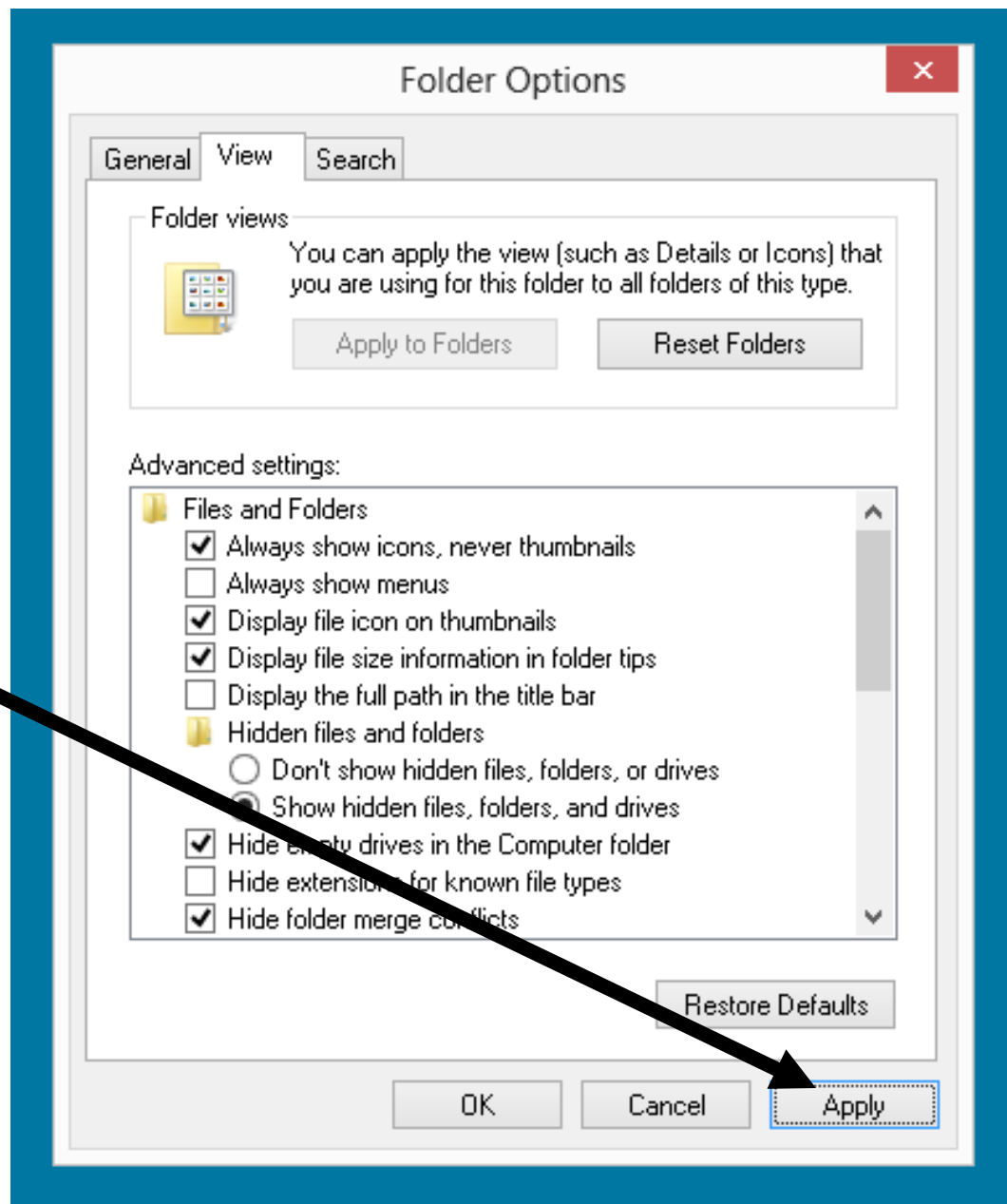


- Step 6:
If there is a checkmark for "Hide extensions for known file types", click on it to get rid of it.
If there is no checkmark for "Hide extensions for known file types", go to "Step 11".

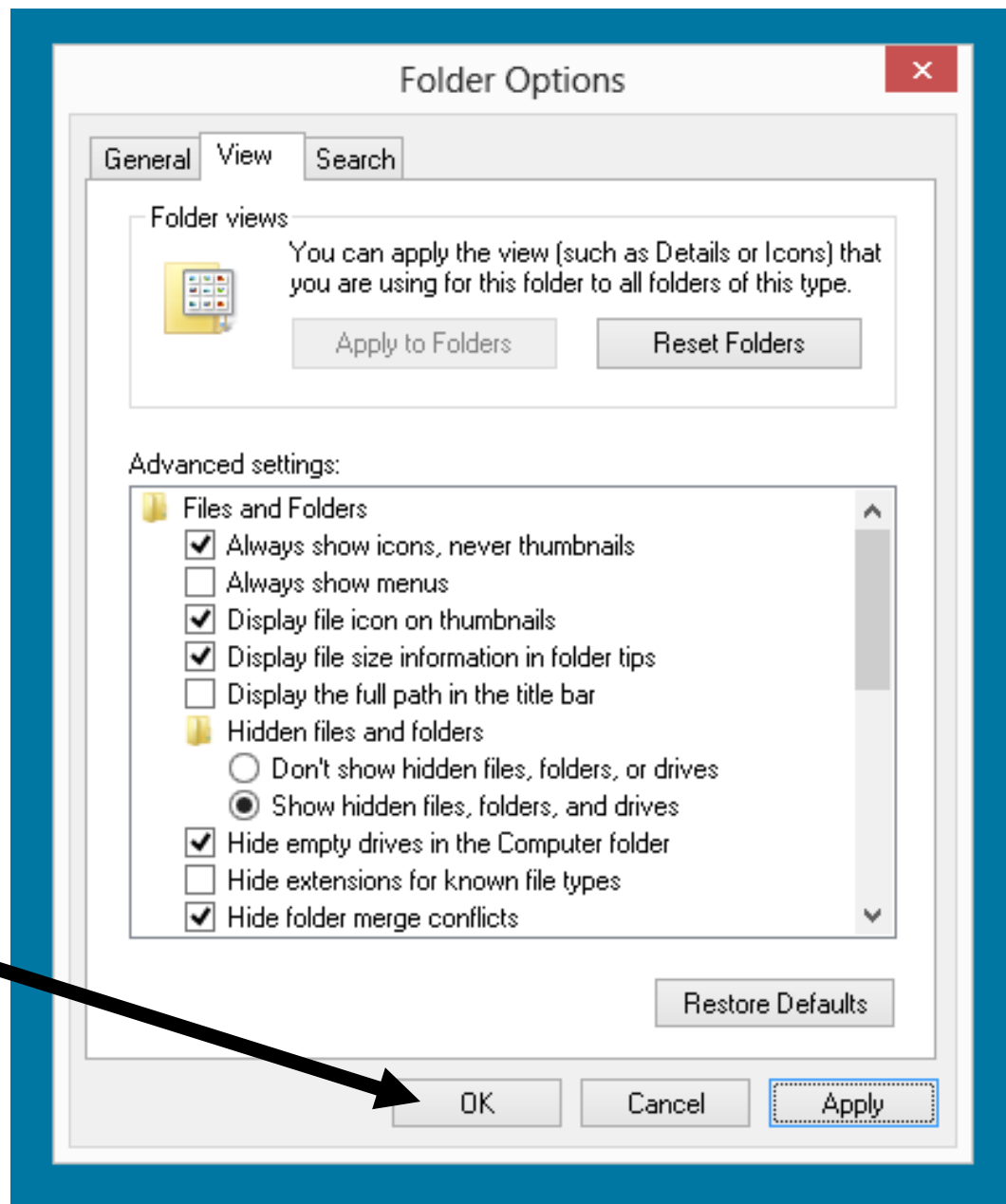




- Step 7: Click on the "Apply" button:

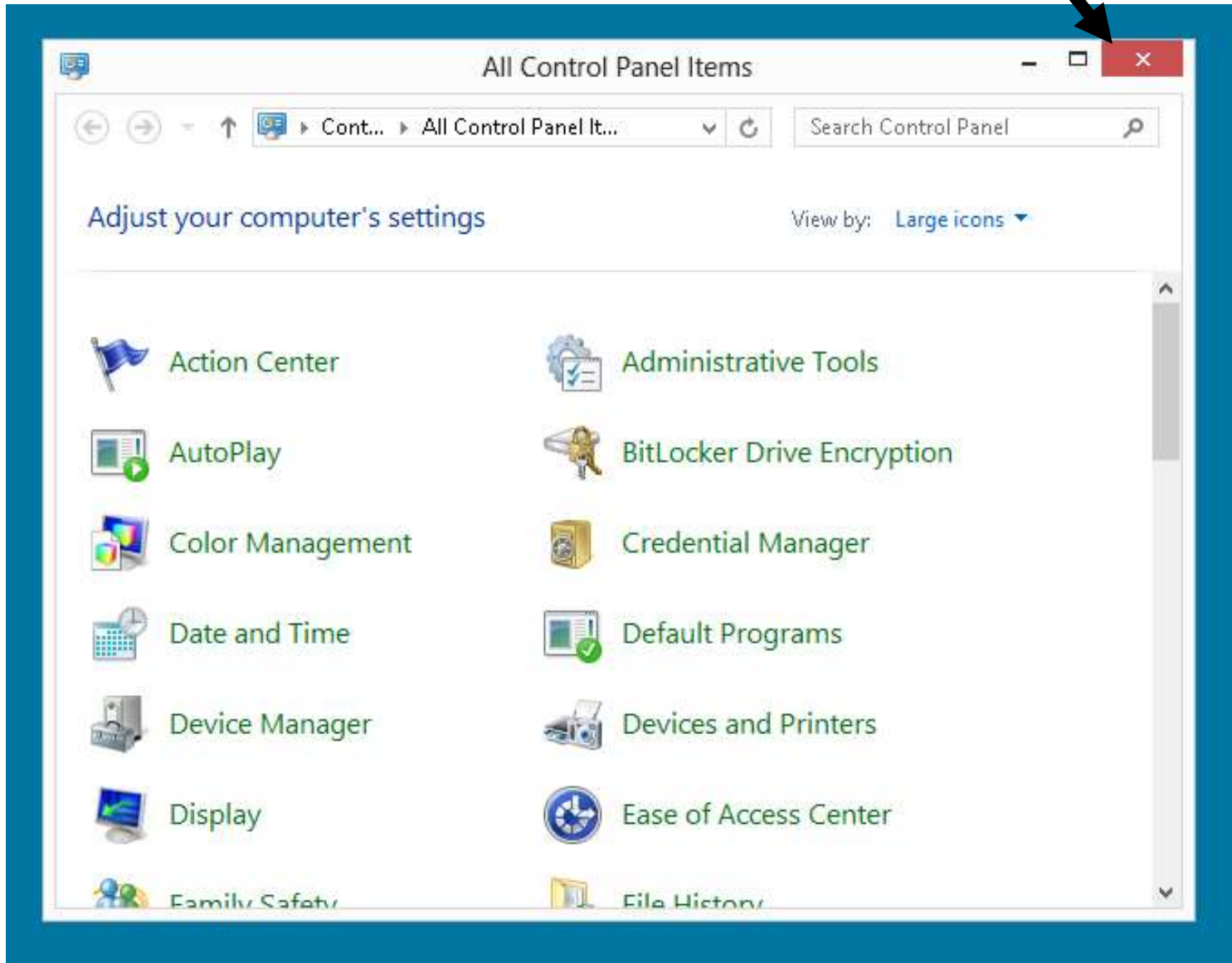


- Step 8: Click on the "OK" button:

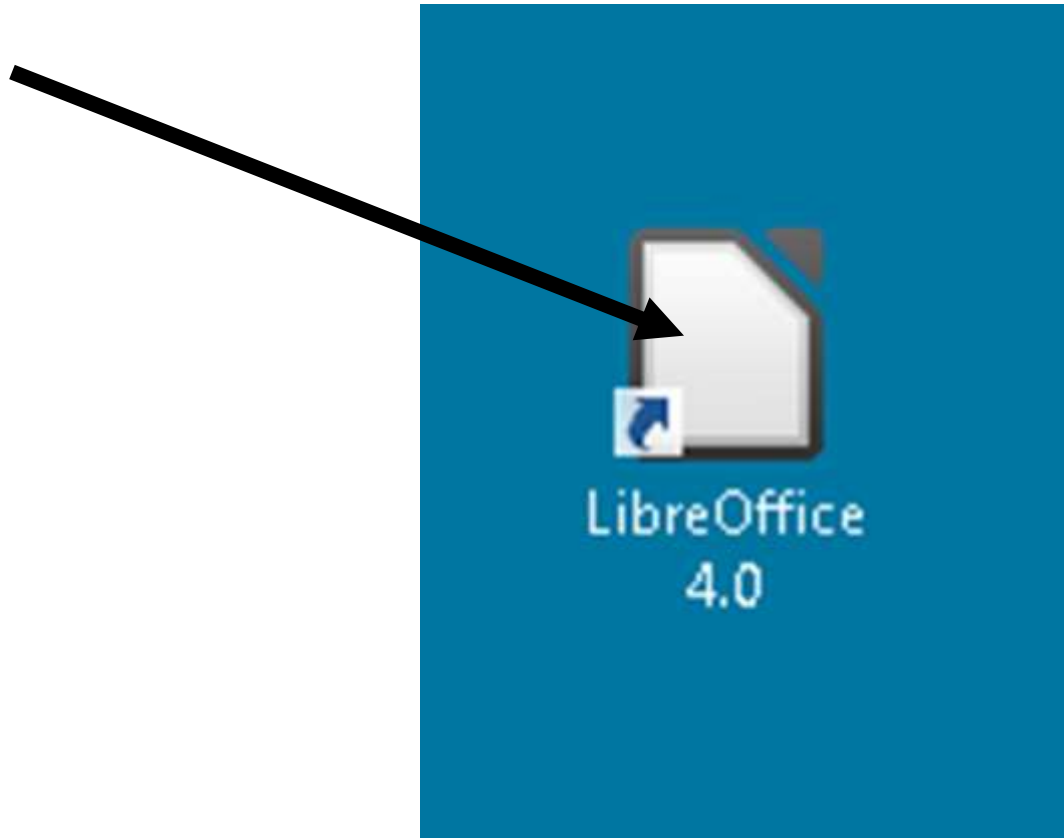


- Step 9: The "Folder Options" box will disappear:

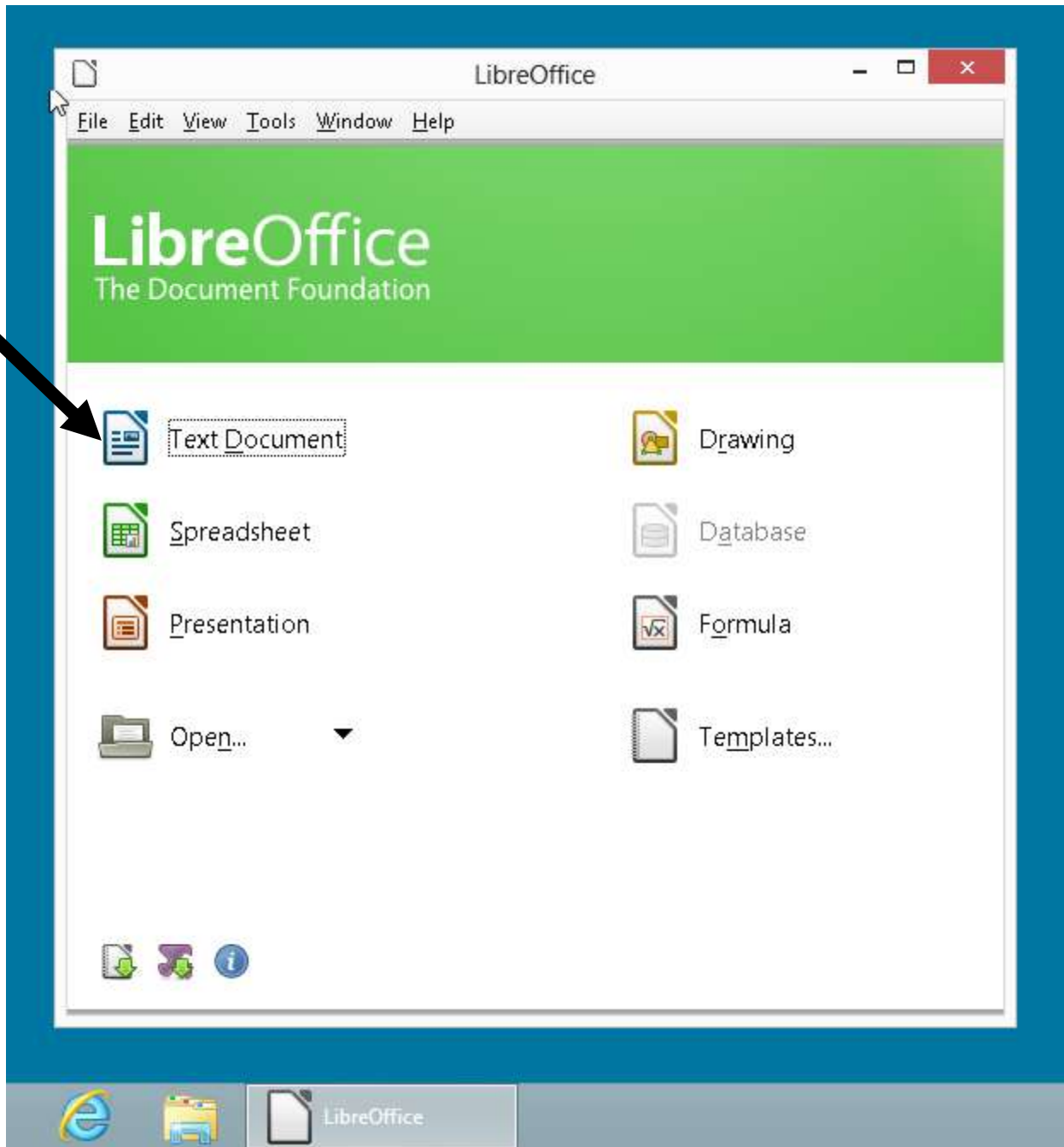
- Step 10: Click on the "x" button in the upper-right corner of the "Control Panel" window in order to make the "Control Panel" window disappear:



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



- **Step 12: Click on "Text Document":**



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

Untitled 1 - LibreOffice Writer

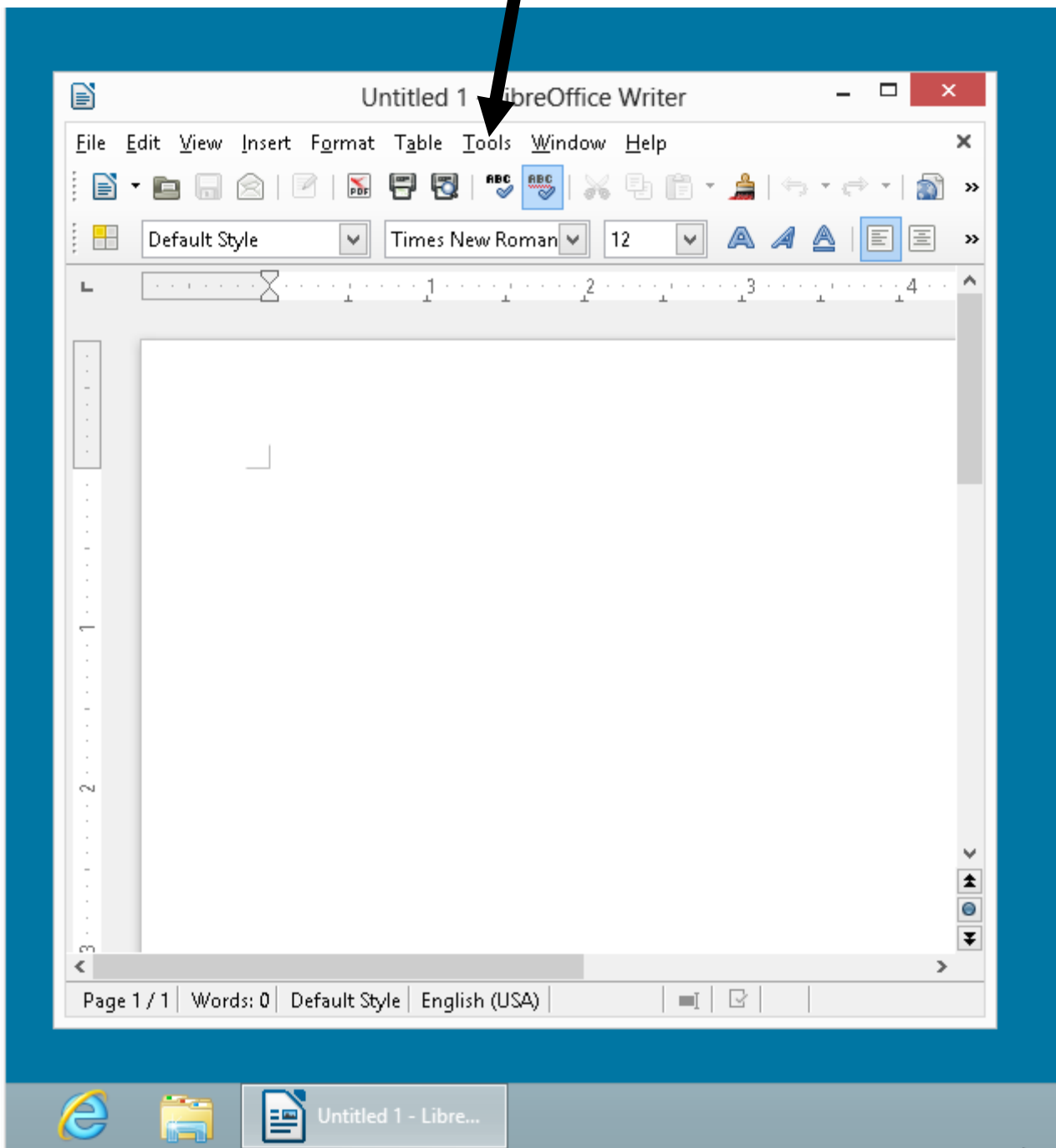
File Edit View Insert Format Table Tools Window Help

Default Style Times New Roman 12

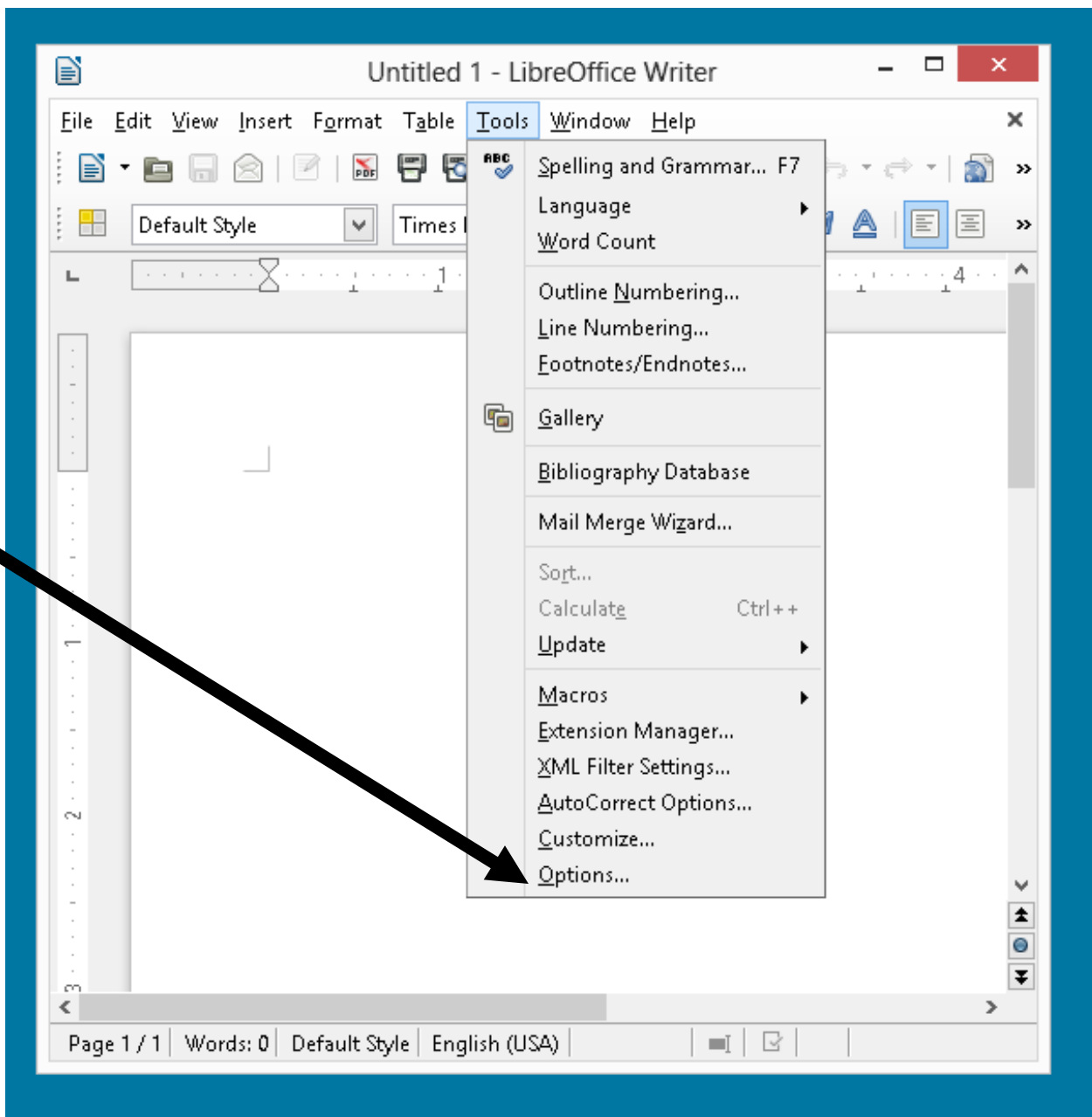
Page 1 / 1 | Words: 0 | Default Style | English (USA)

- (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:



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



- 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

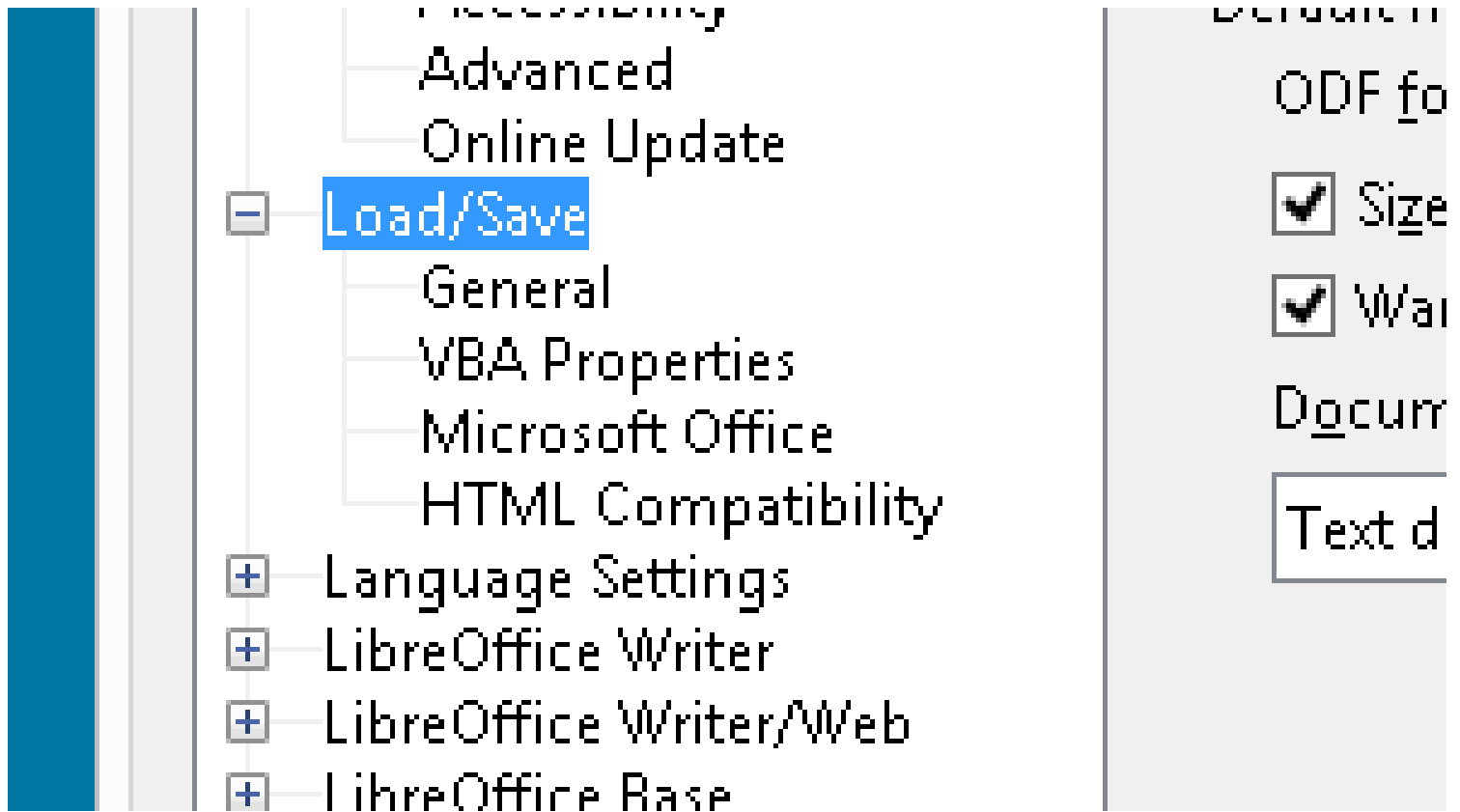
OK

Cancel

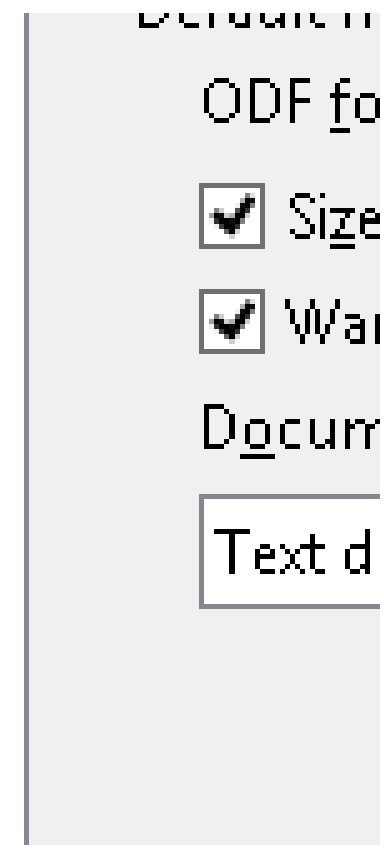
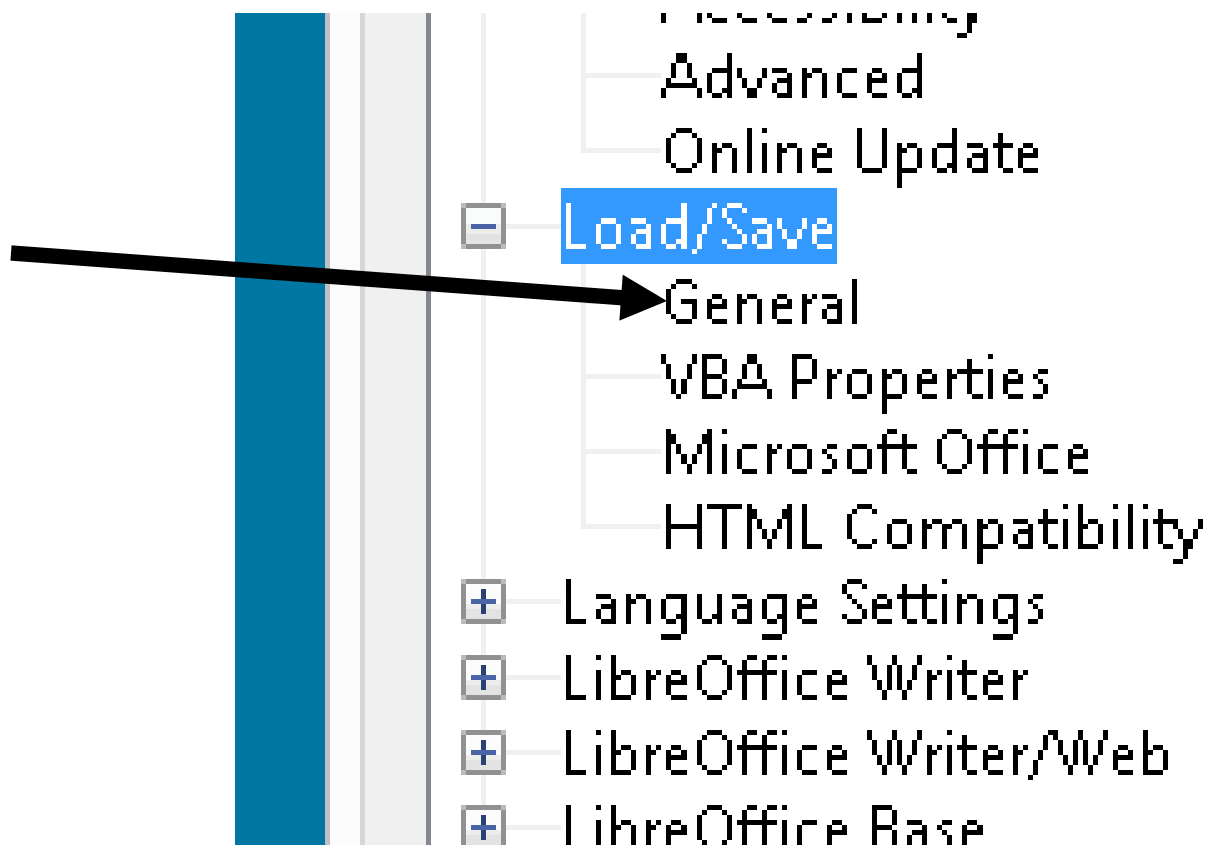
Help

Revert

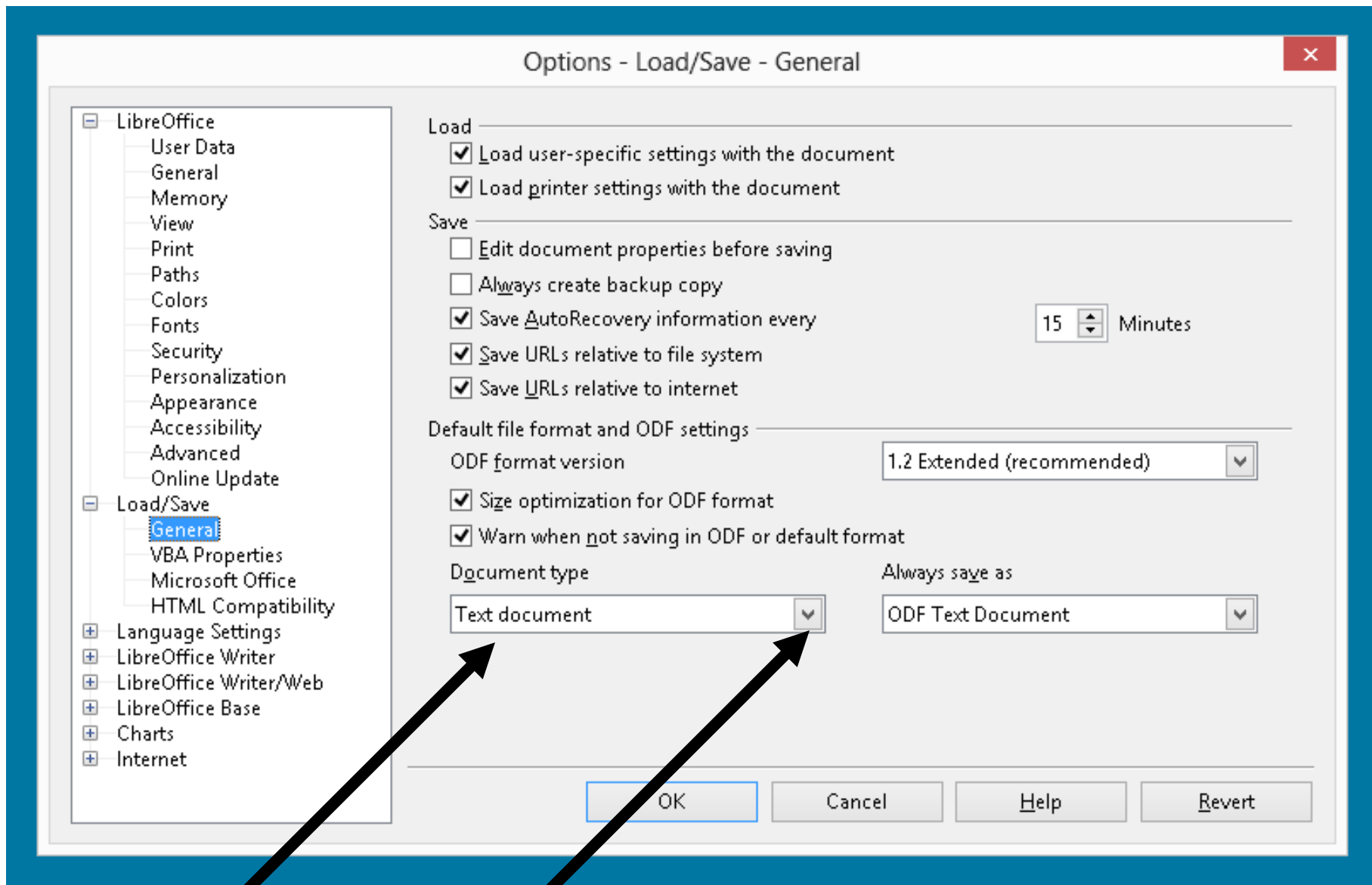
- Step 18: The "Load/Save" category will expand:



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



- 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":



- 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 Minutes
- Save URLs relative to file system
- Save URLs relative to internet

Default file format and ODF settings

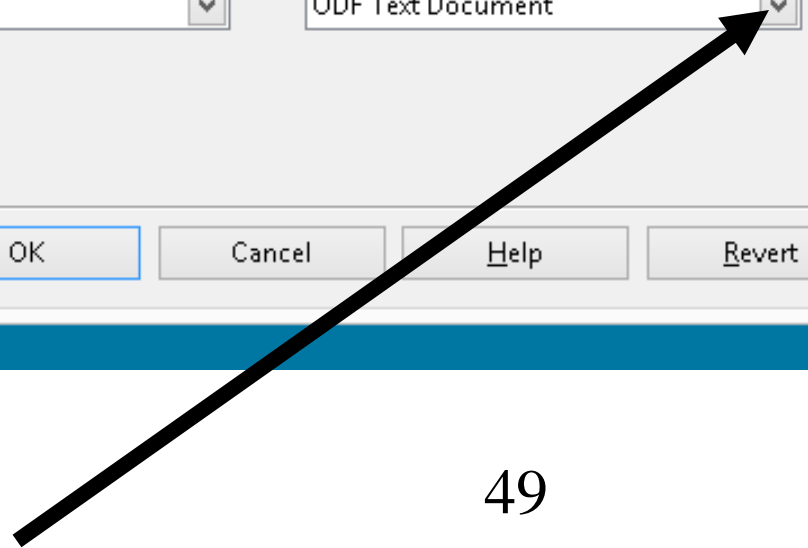
ODF format version:

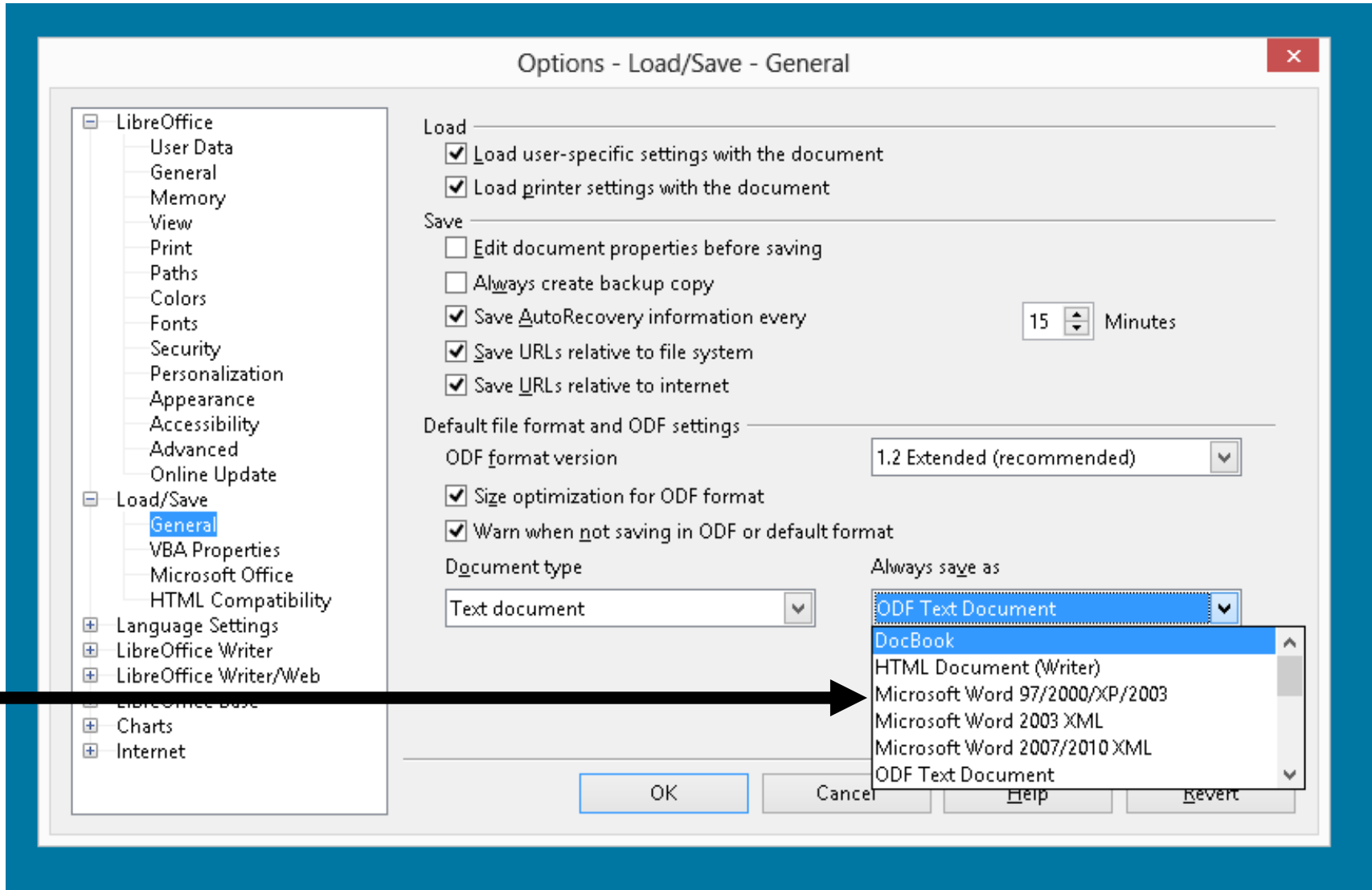
- Size optimization for ODF format
- Warn when not saving in ODF or default format

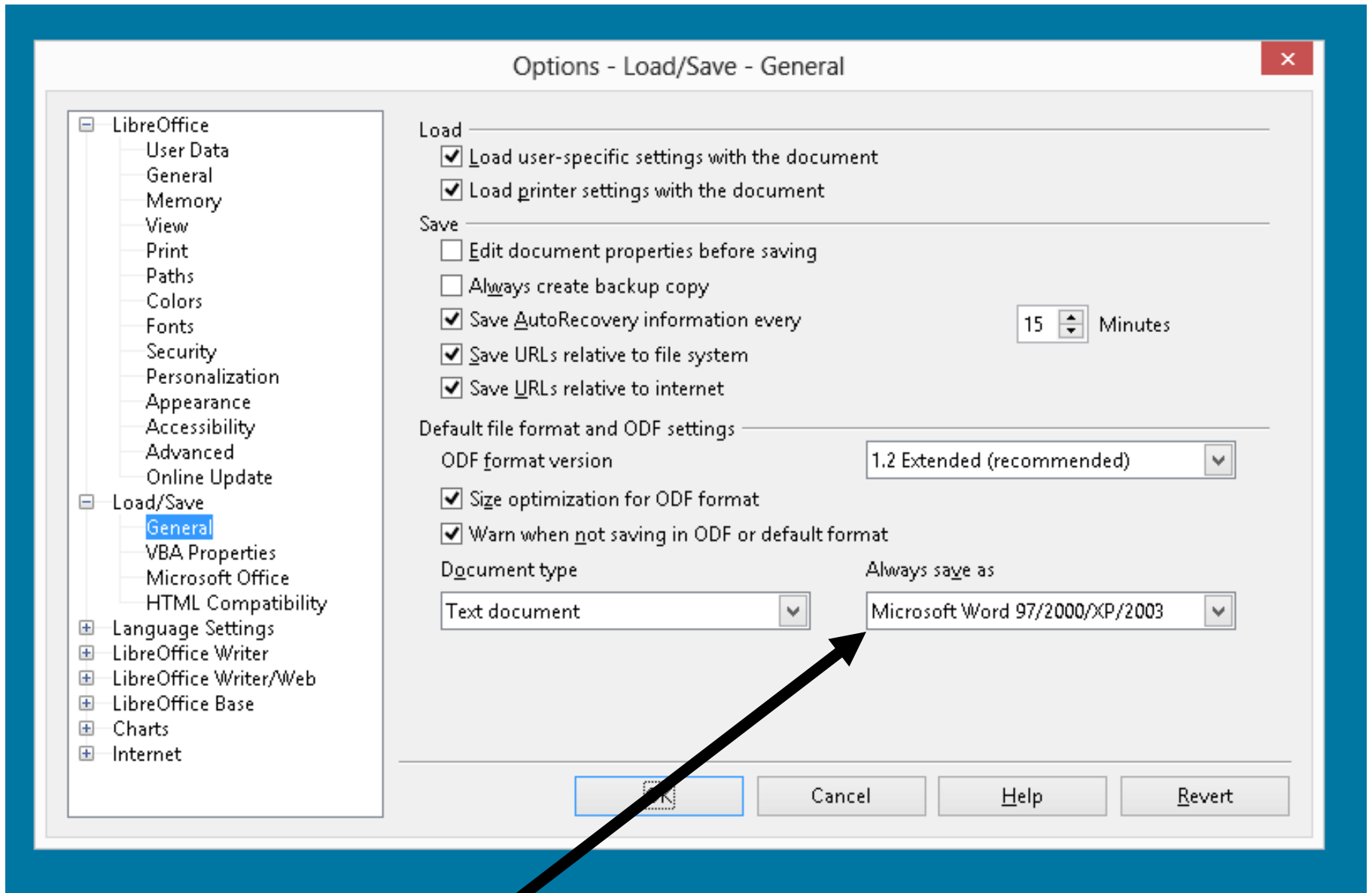
Document type:

Always save as:

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 Minutes
- Save URLs relative to file system
- Save URLs relative to internet

Default file format and ODF settings

- ODF format version:
- Size optimization for ODF format
- Warn when not saving in ODF or default format
- Document type:
- Always save as:

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:

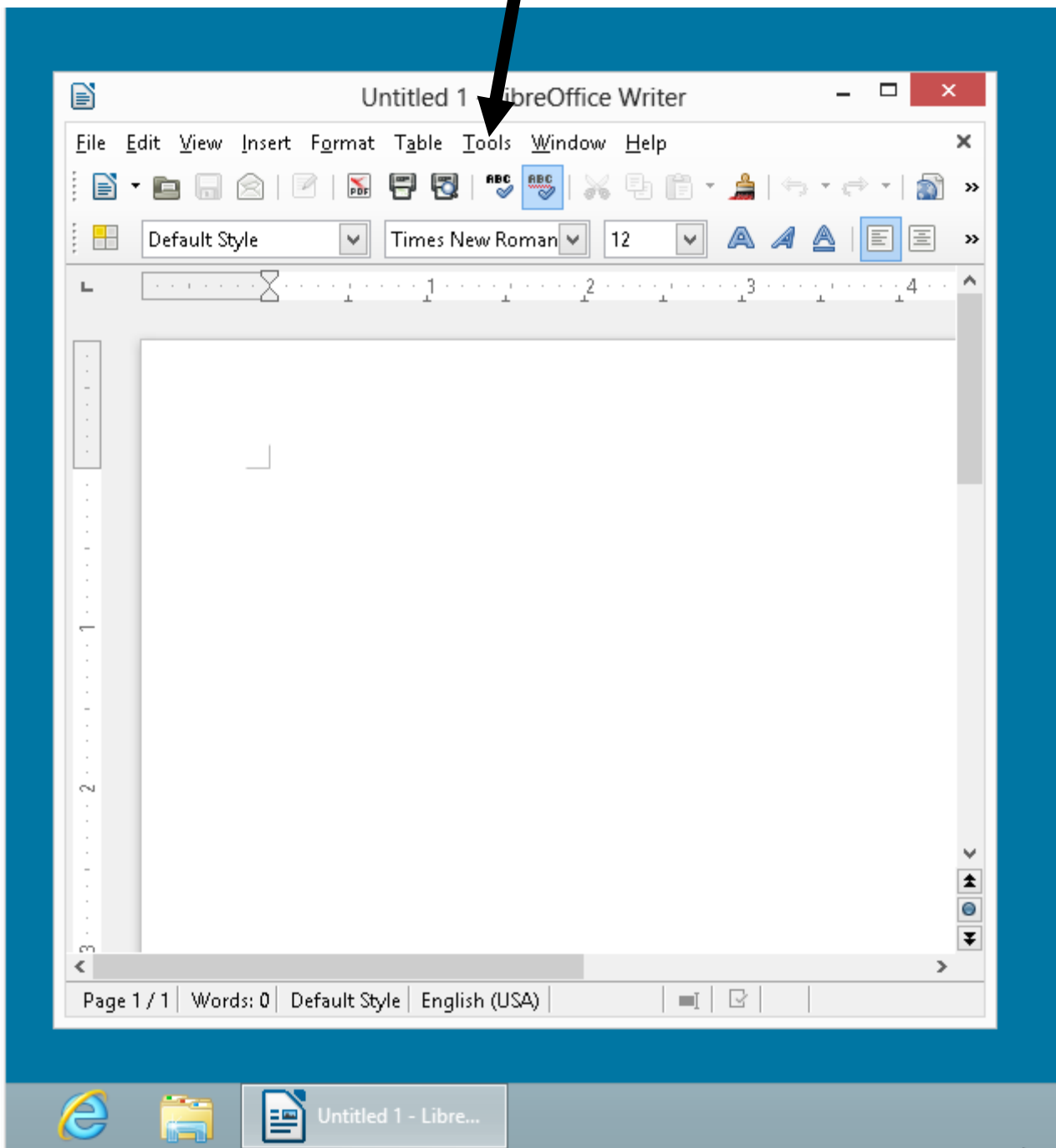
Untitled 1 - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help

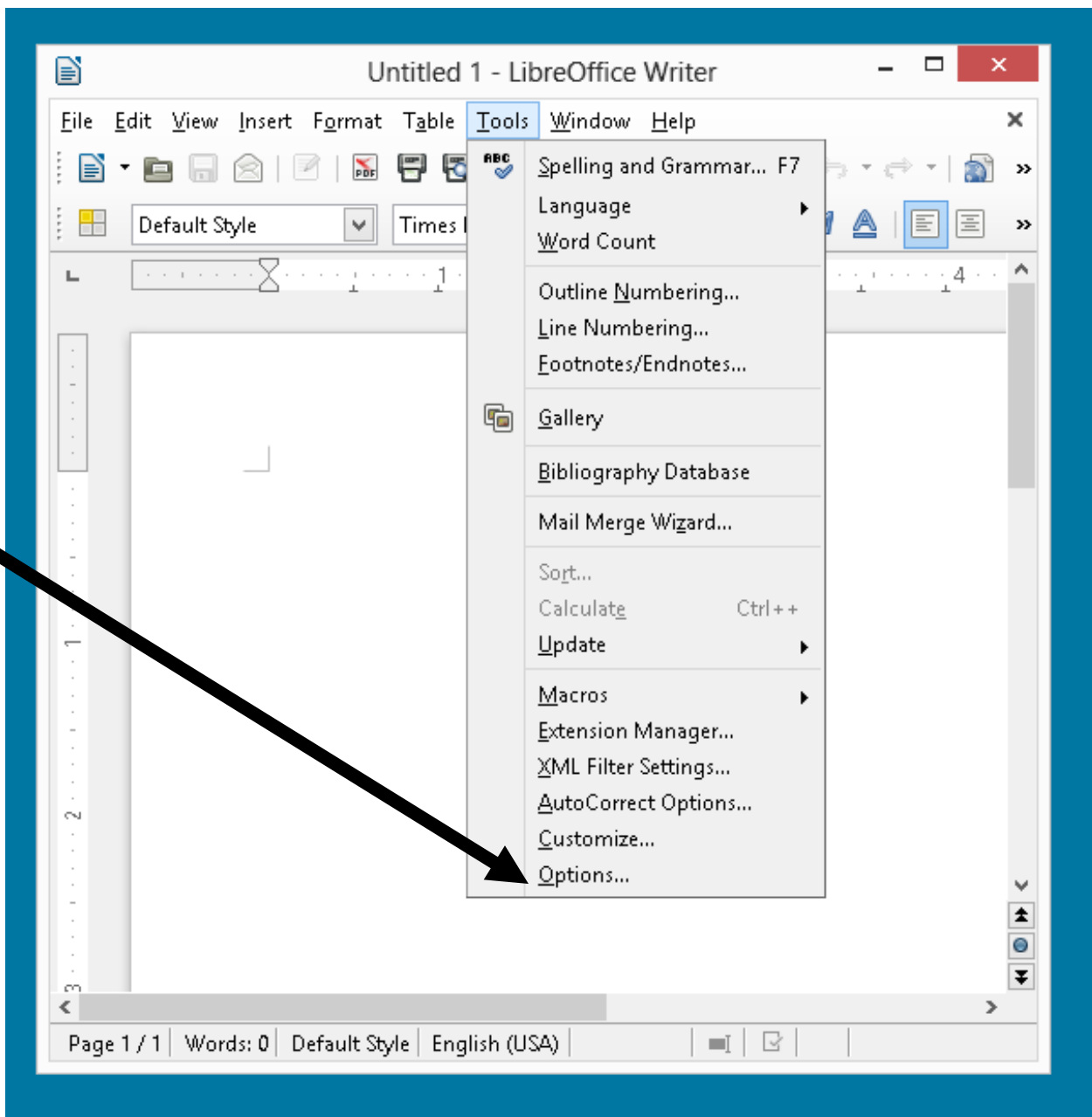
Default Style Times New Roman 12

Page 1 / 1 | Words: 0 | Default Style | English (USA)

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



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



- 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

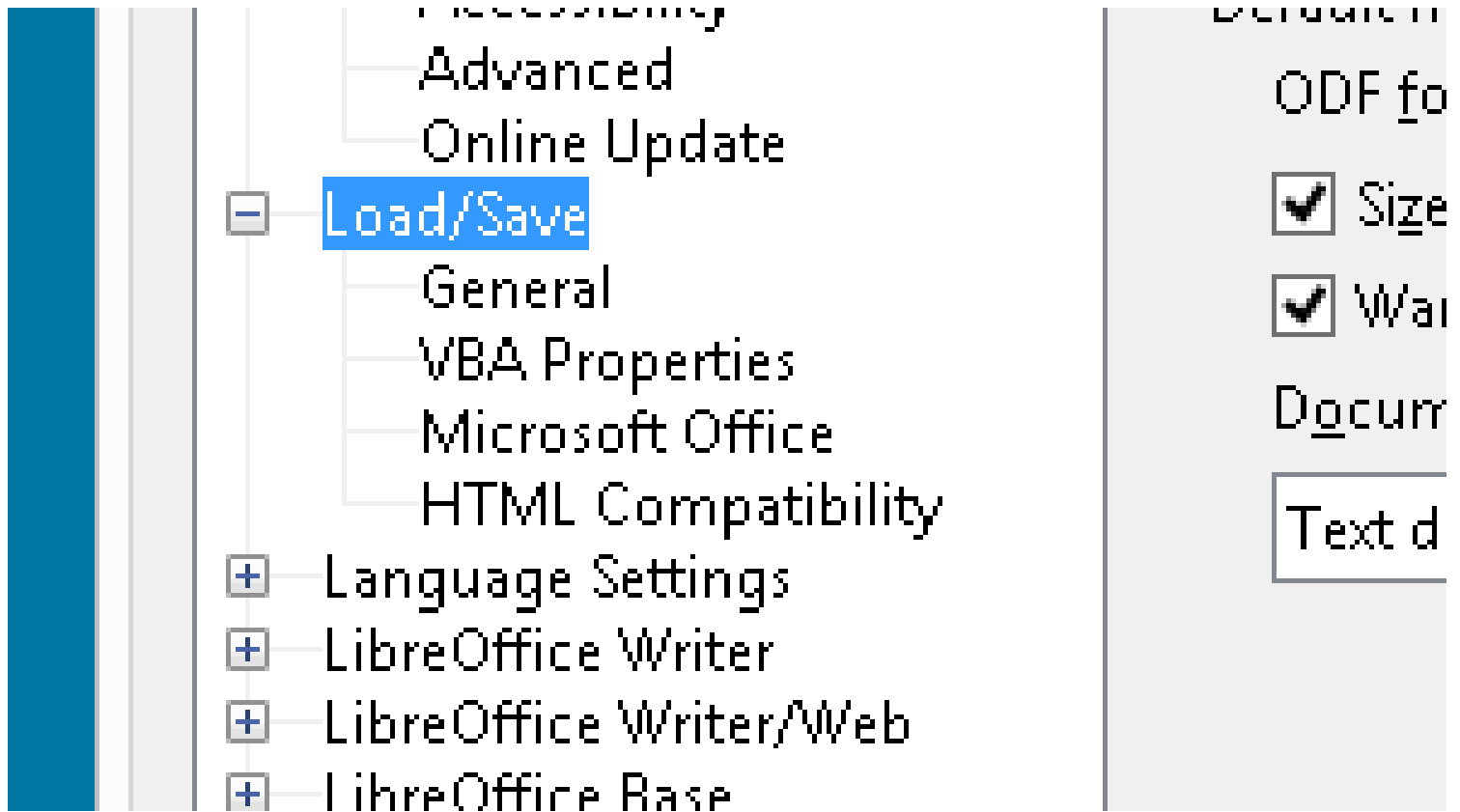
OK

Cancel

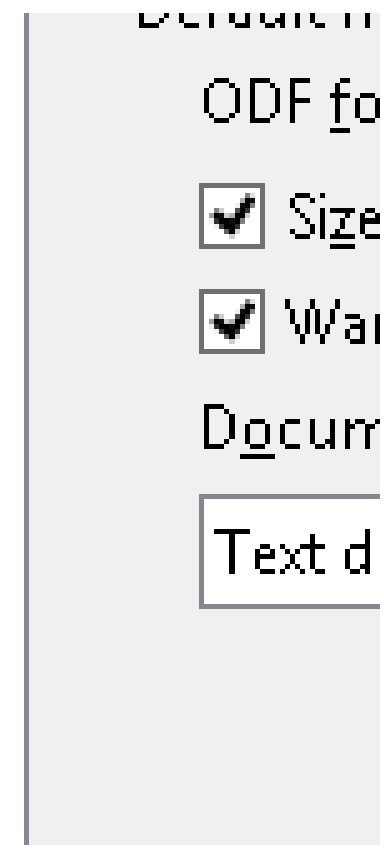
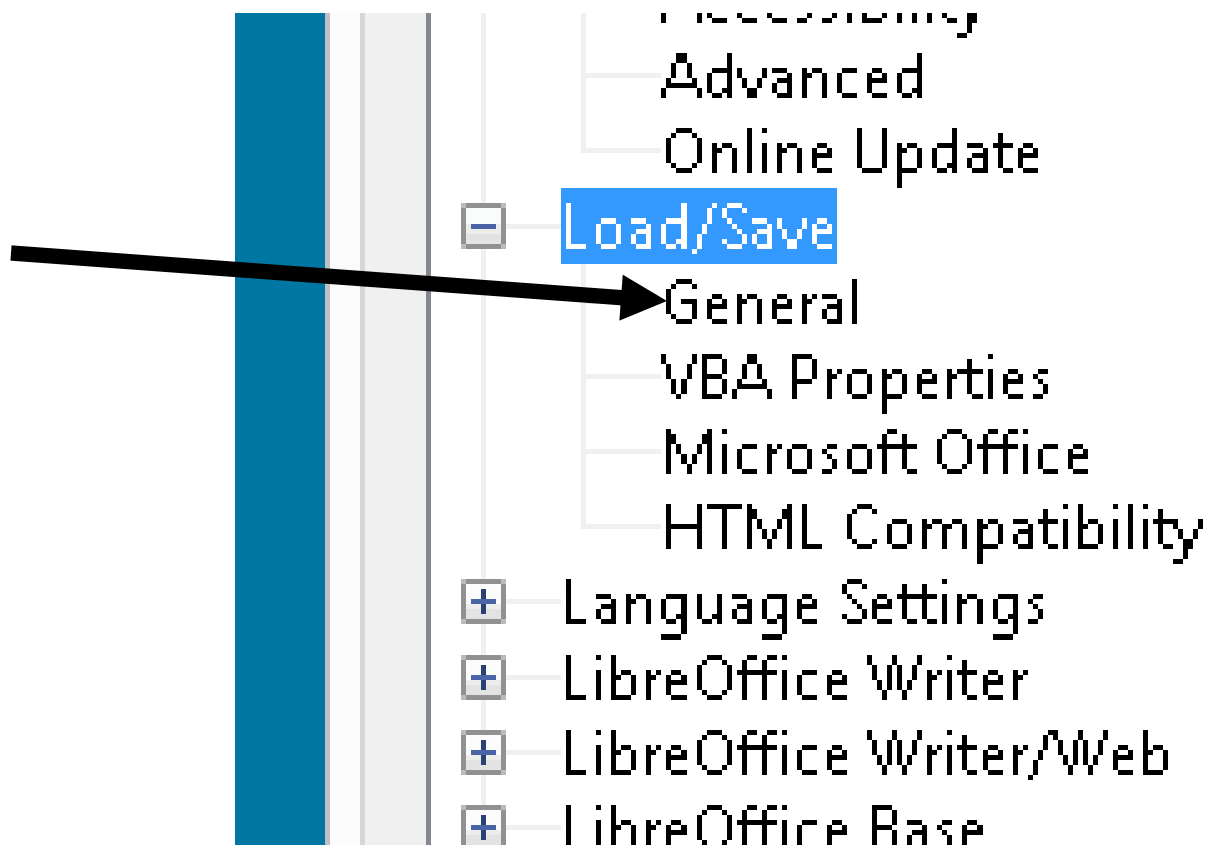
Help

Revert

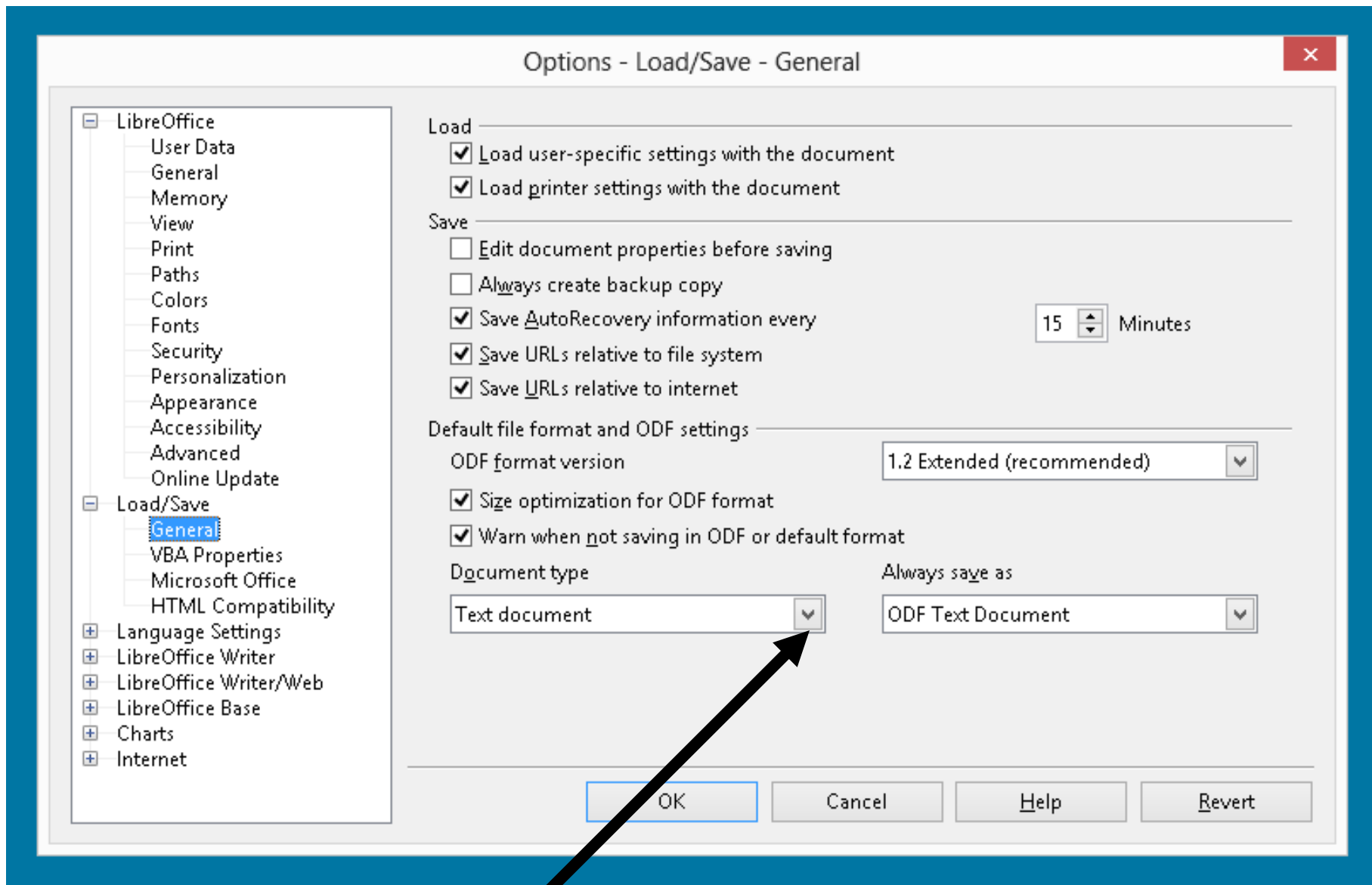
- Step 29: The "Load/Save" category will expand (if it was not already expanded):



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



- Step 31: Use the drop-down list button to select "Spreadsheet" 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 Minutes
- Save URLs relative to file system
- Save URLs relative to internet

Default file format and ODF settings

- ODF format version
- Size optimization for ODF format
 - Warn when not saving in ODF or default format

Document type

-
- Text document
 - Text document
 - HTML document
 - Master document
 - Spreadsheet
 - Presentation
 - Drawing

Always save as

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: Spreadsheet
Always save as: 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 Minutes
- Save URLs relative to file system
- Save URLs relative to internet

Default file format and ODF settings

- ODF format version:
- Size optimization for ODF format
- Warn when not saving in ODF or default format

Document type

Always save as

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 Minutes
- Save URLs relative to file system
- Save URLs relative to internet

Default file format and ODF settings

- ODF format version:
- Size optimization for ODF format
- Warn when not saving in ODF or default format

Document type

Always save as

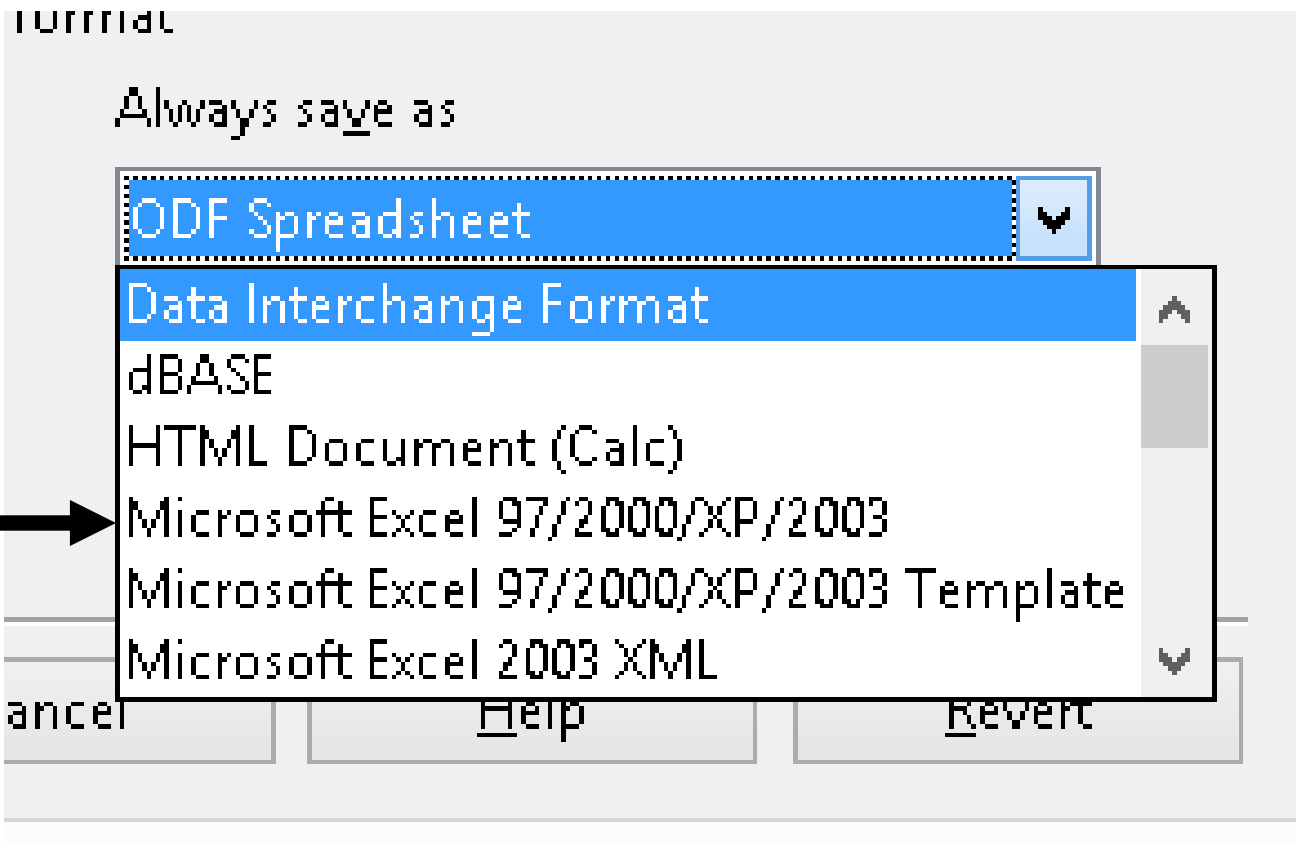
-
- ODF Spreadsheet
- ODF Spreadsheet Template
- Office Open XML Spreadsheet
- OpenDocument Spreadsheet (Flat XML)
- OpenOffice.org 1.0 Spreadsheet
- OpenOffice.org 1.0 Spreadsheet Template

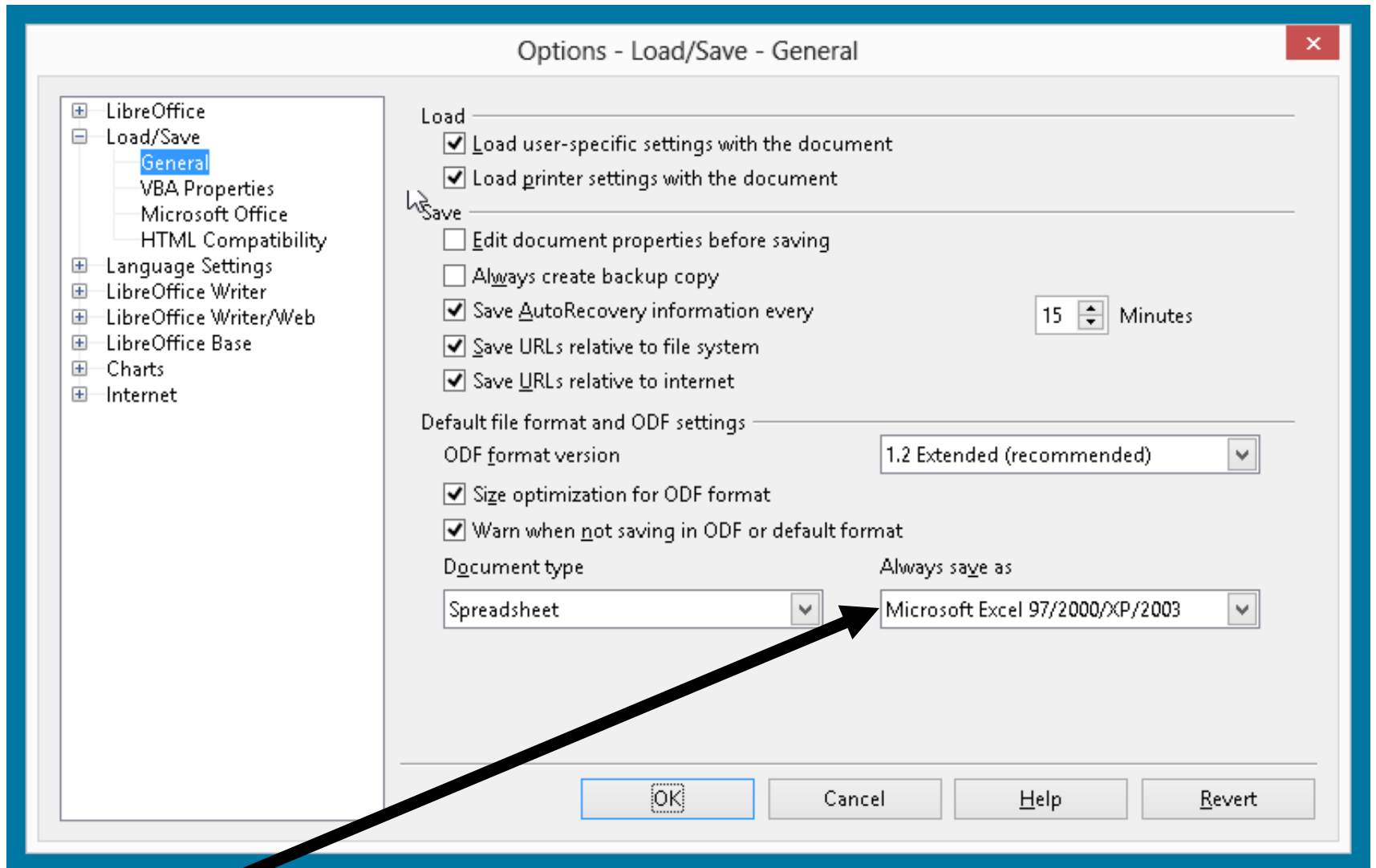
OK

Cancel

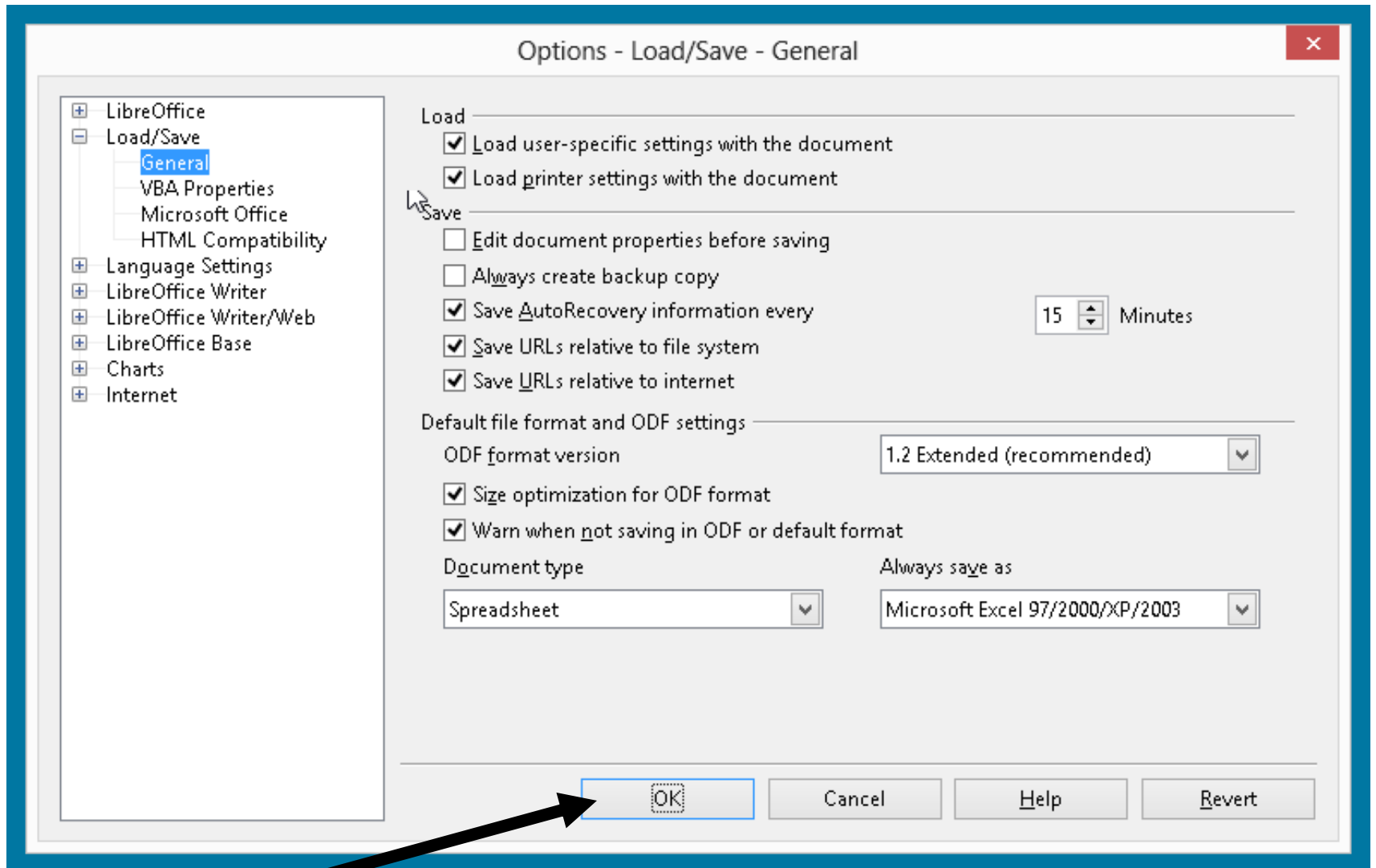
Help

Revert





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



- 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:

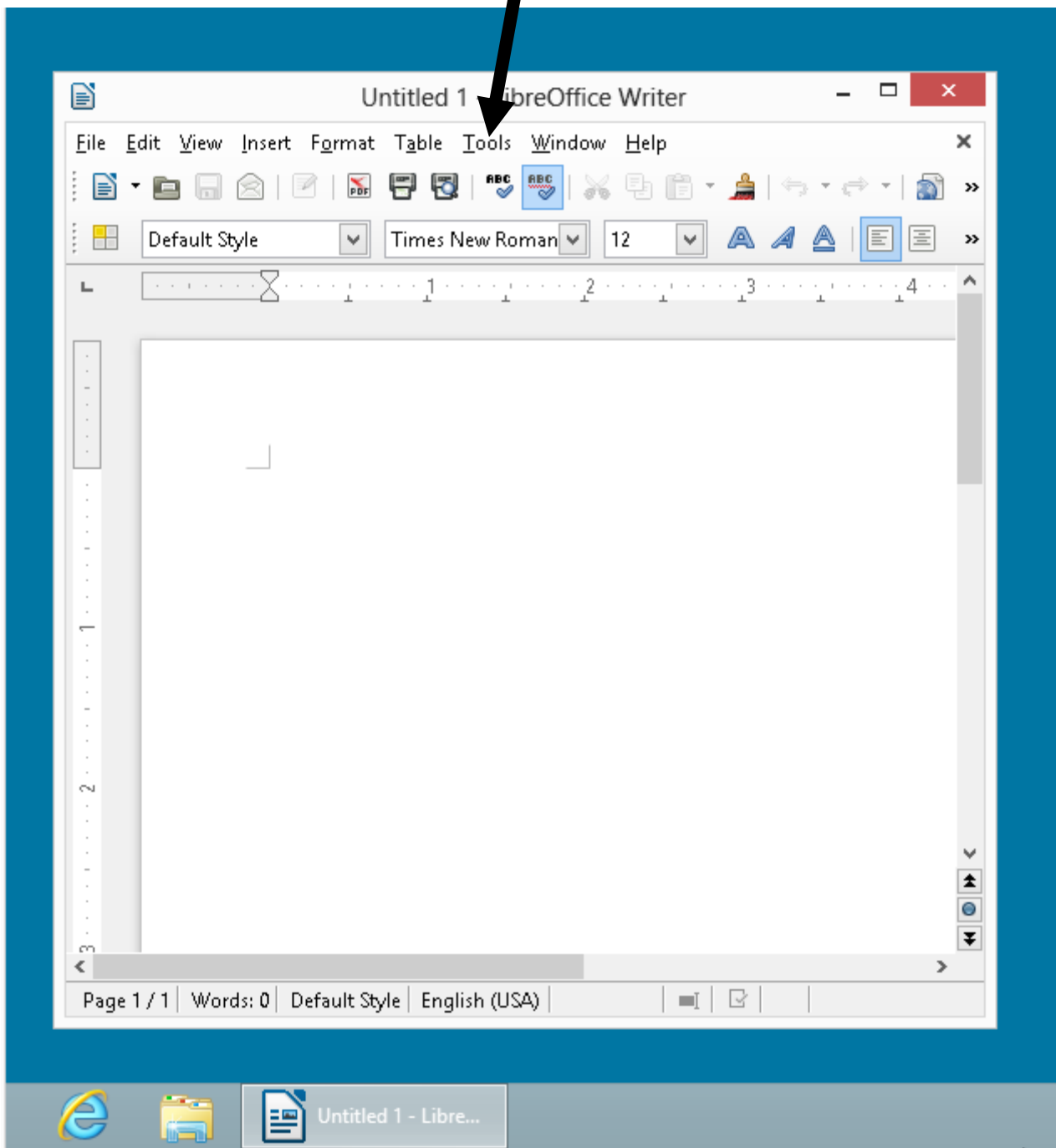
Untitled 1 - LibreOffice Writer

File Edit View Insert Format Table Tools Window Help

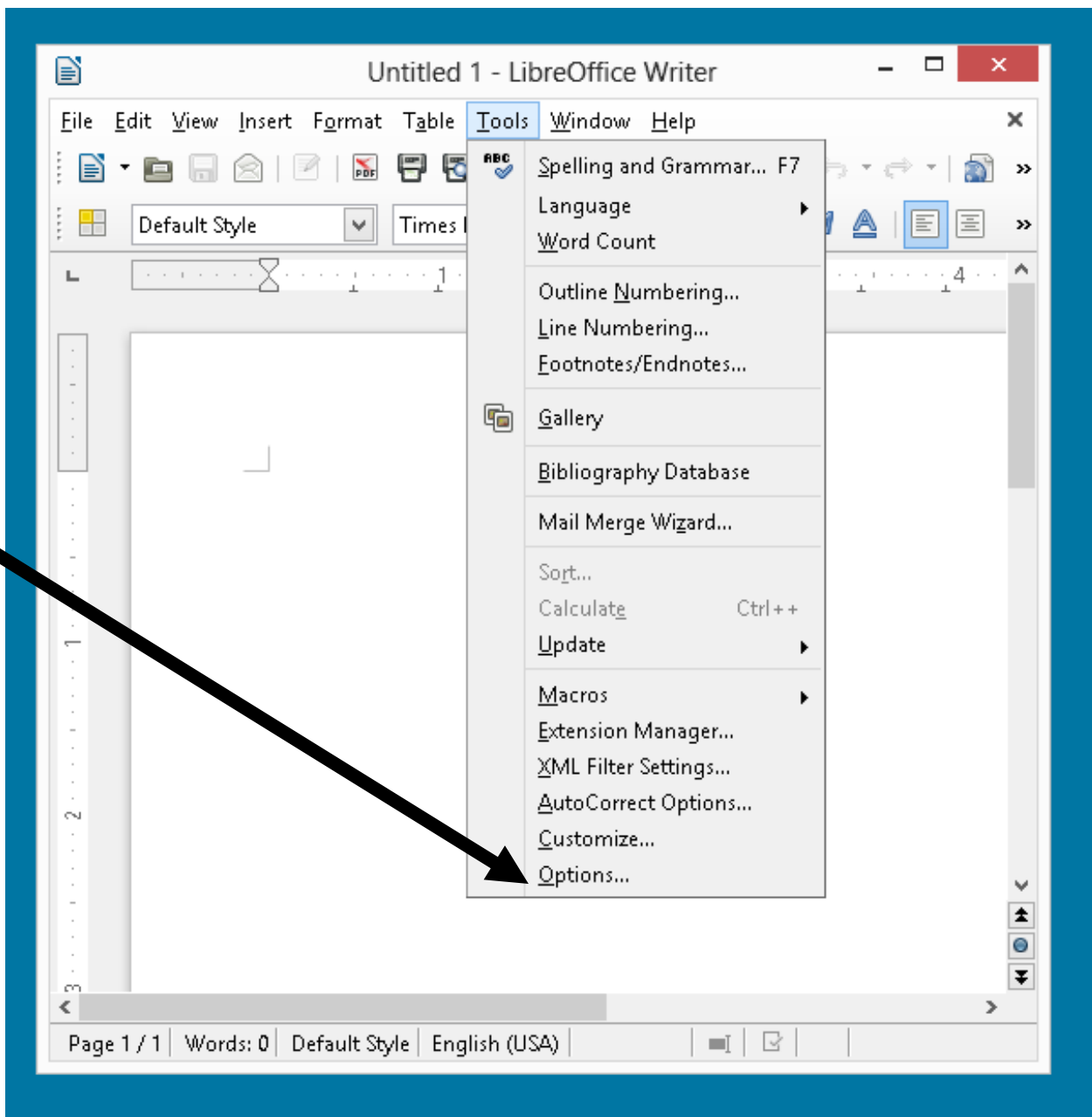
Default Style Times New Roman 12

Page 1 / 1 | Words: 0 | Default Style | English (USA)

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



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



- 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

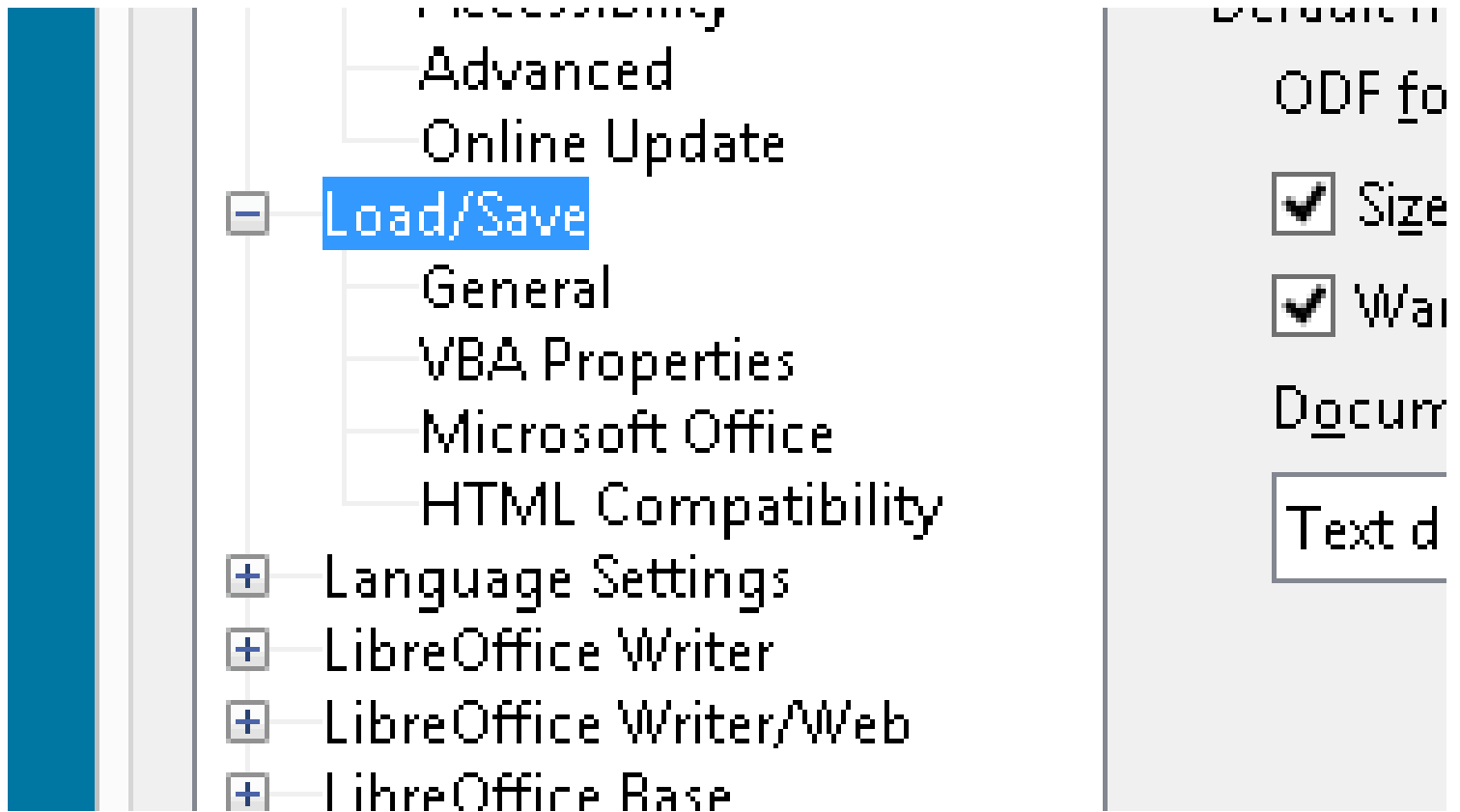
OK

Cancel

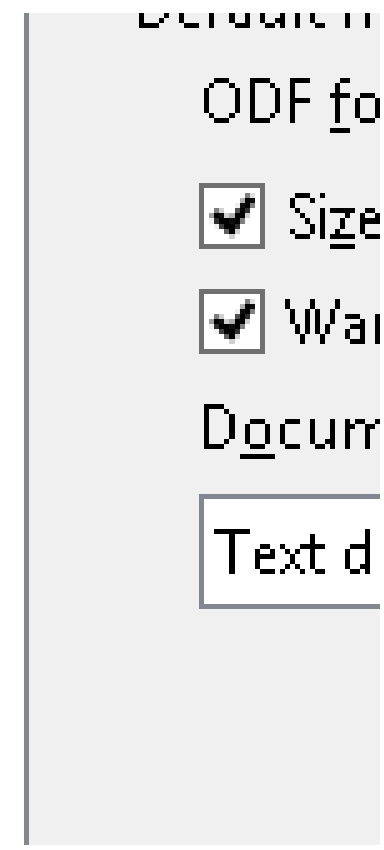
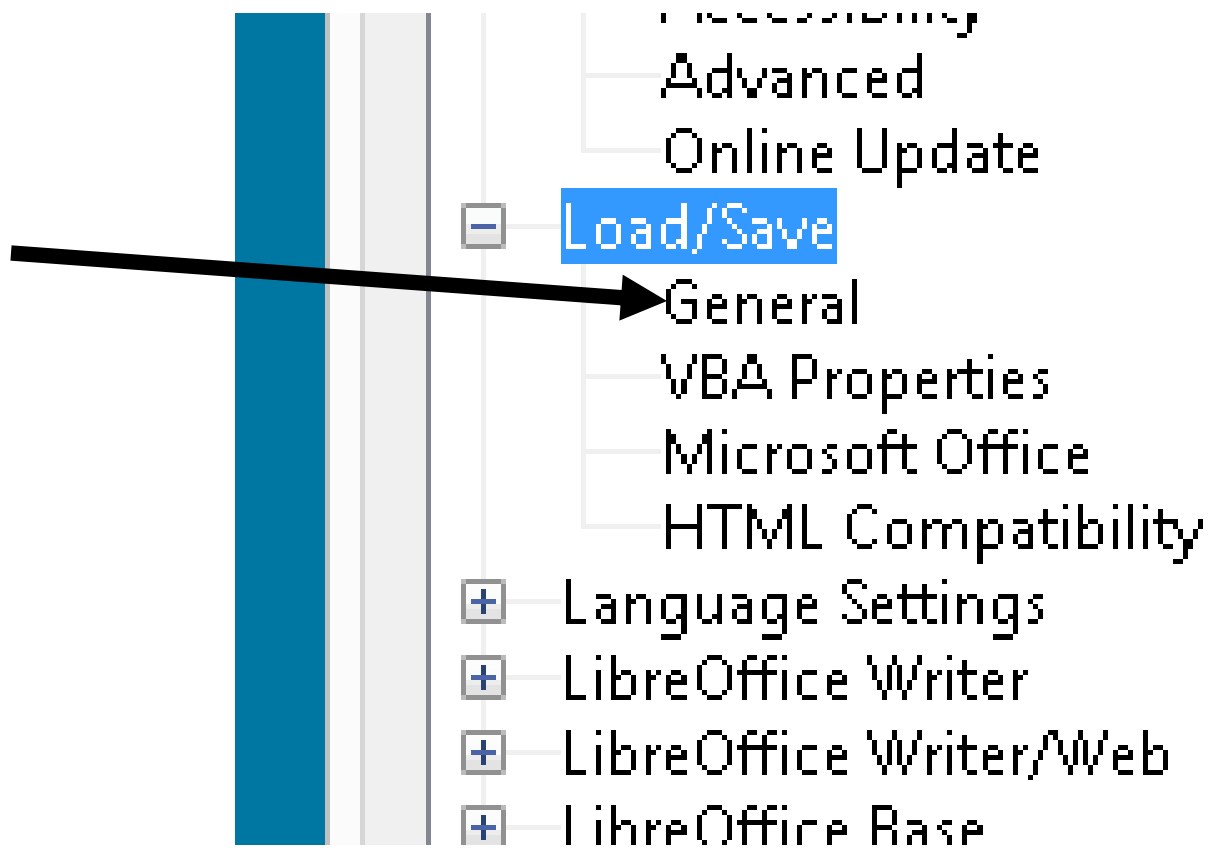
Help

Revert

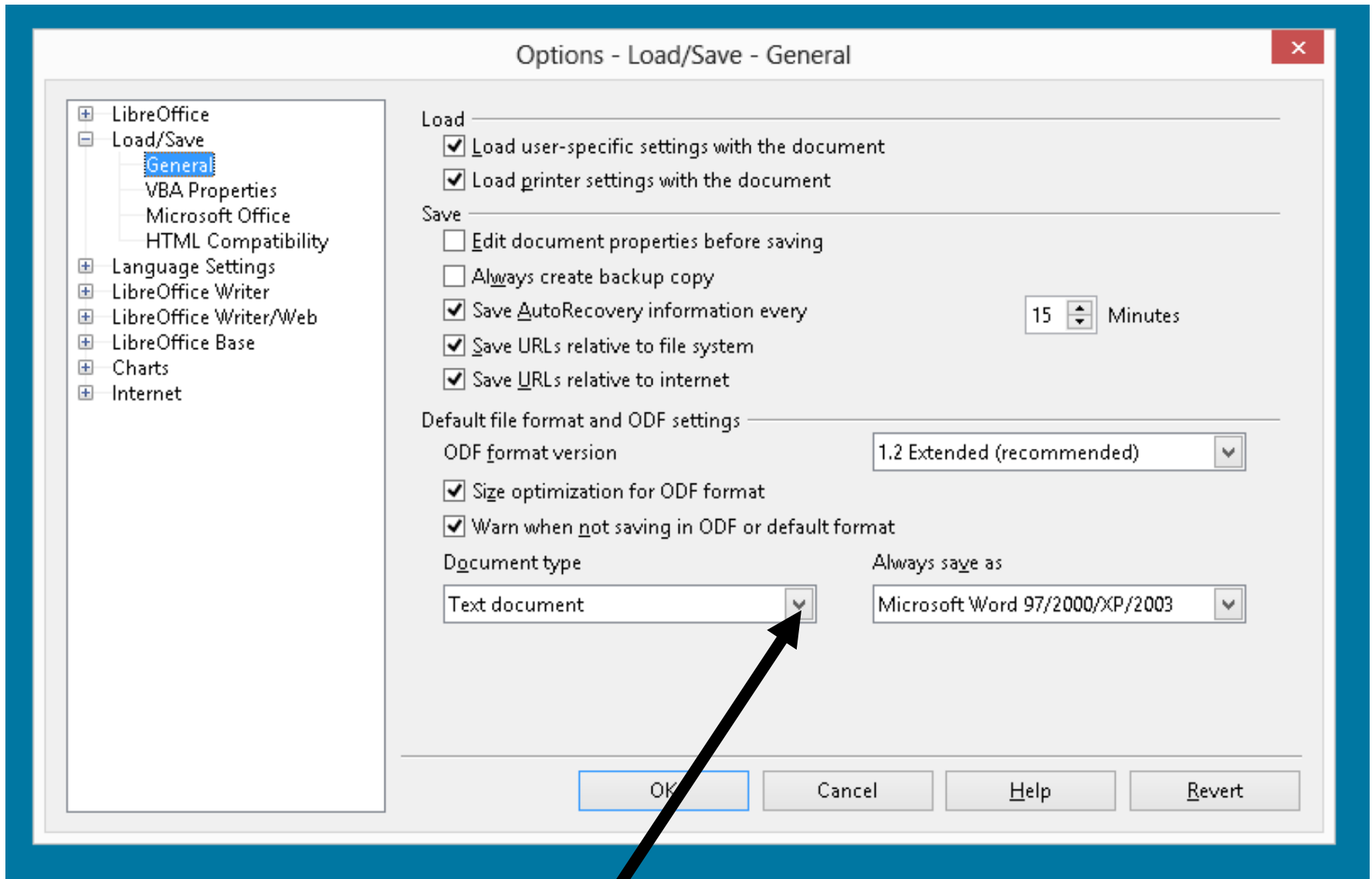
- Step 40: The "Load/Save" category will expand (if it was not already expanded):



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



- 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

- Text document
- Text document
- HTML document
- Master document
- Spreadsheet
- Presentation
- Drawing

Always save as

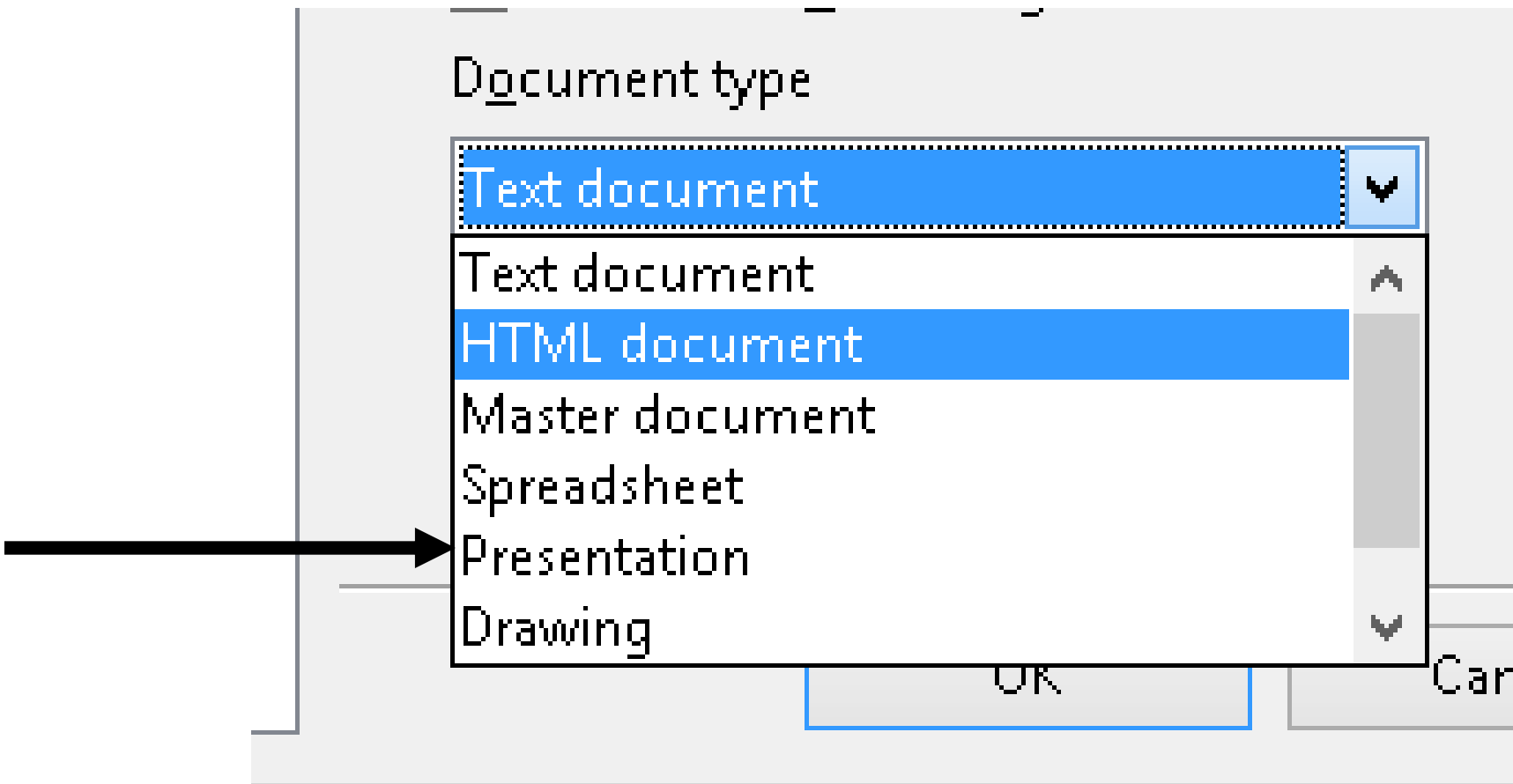
Microsoft Word 97/2000/XP/2003

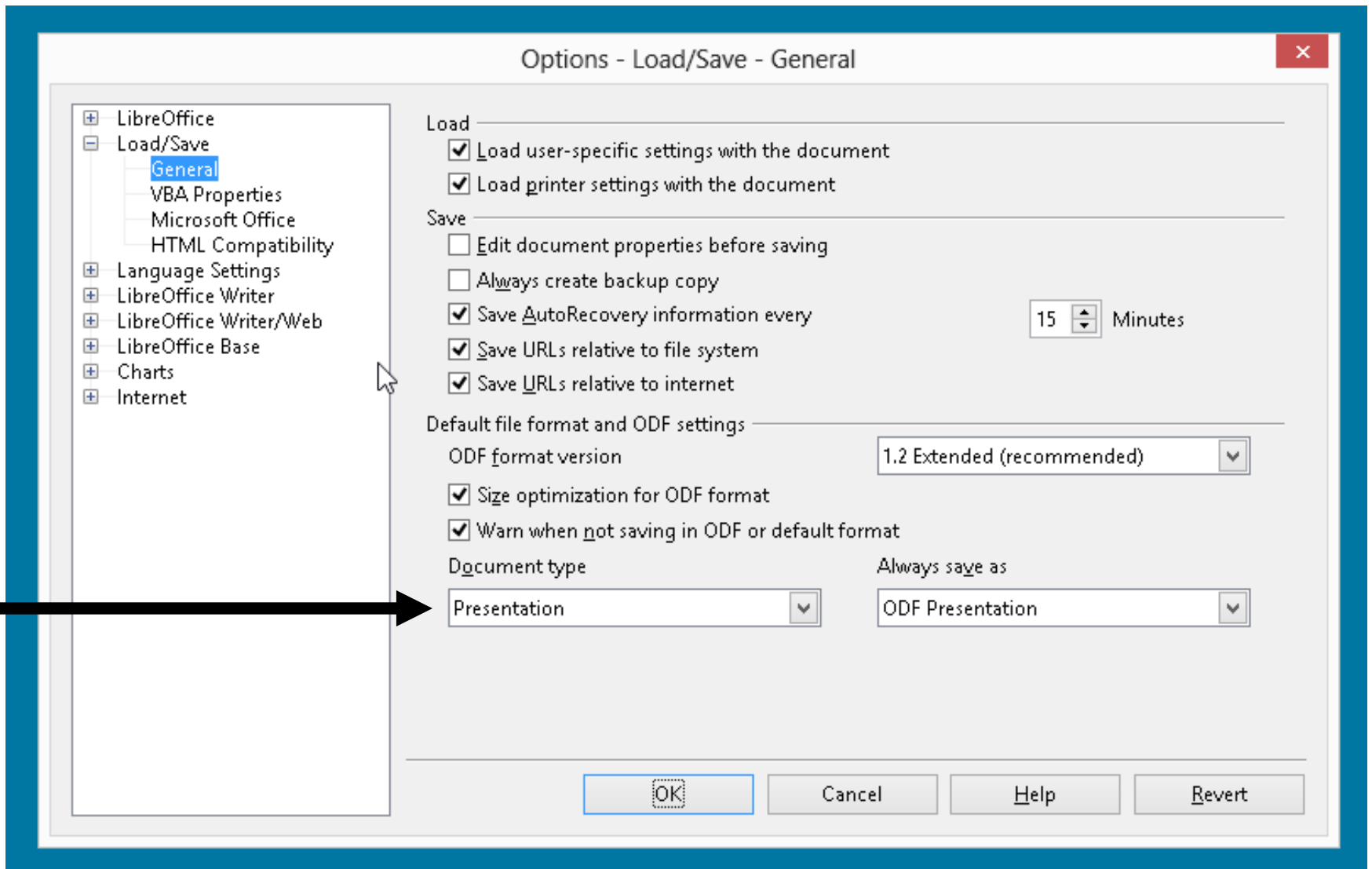
OK

Cancel

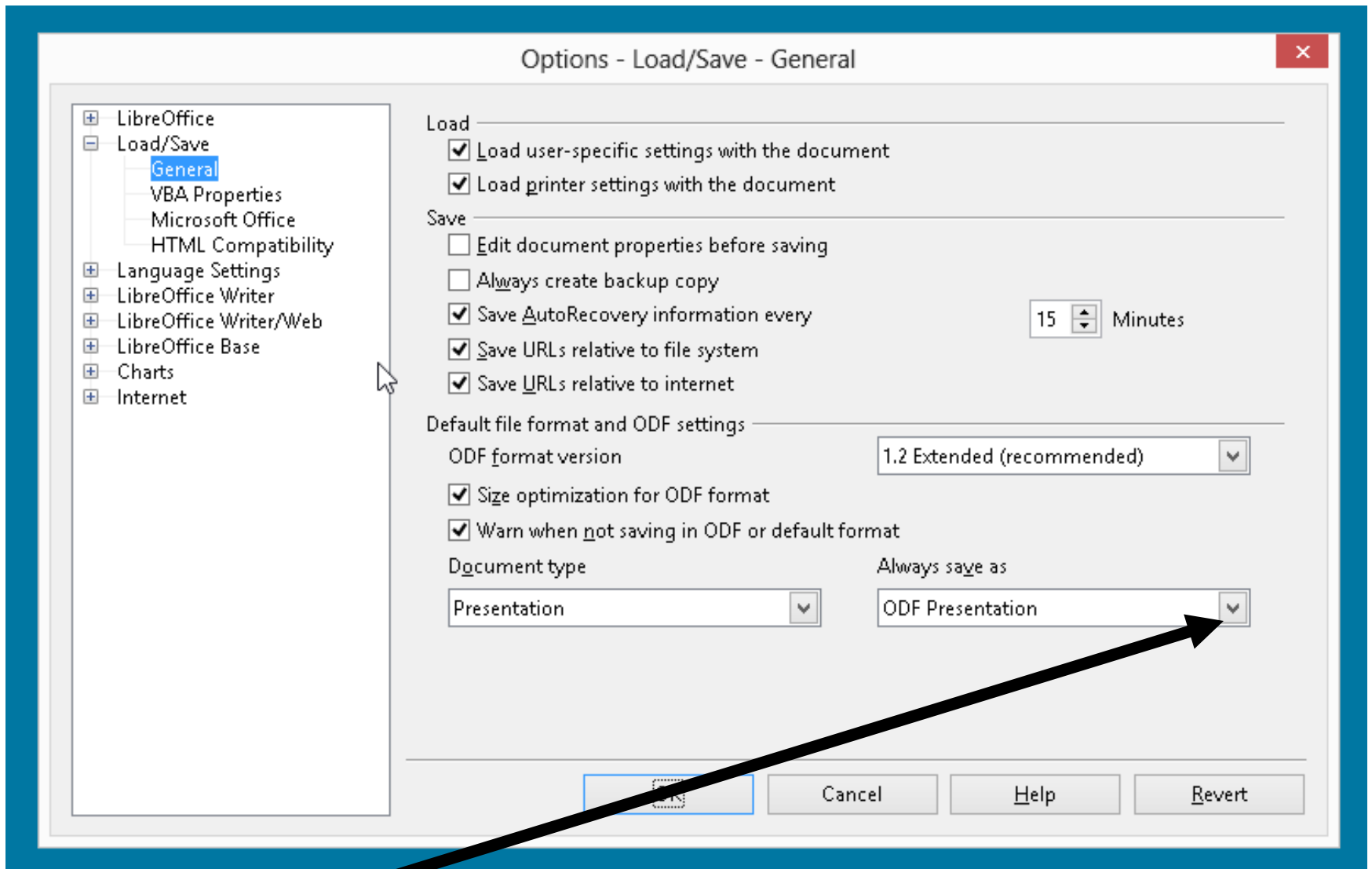
Help

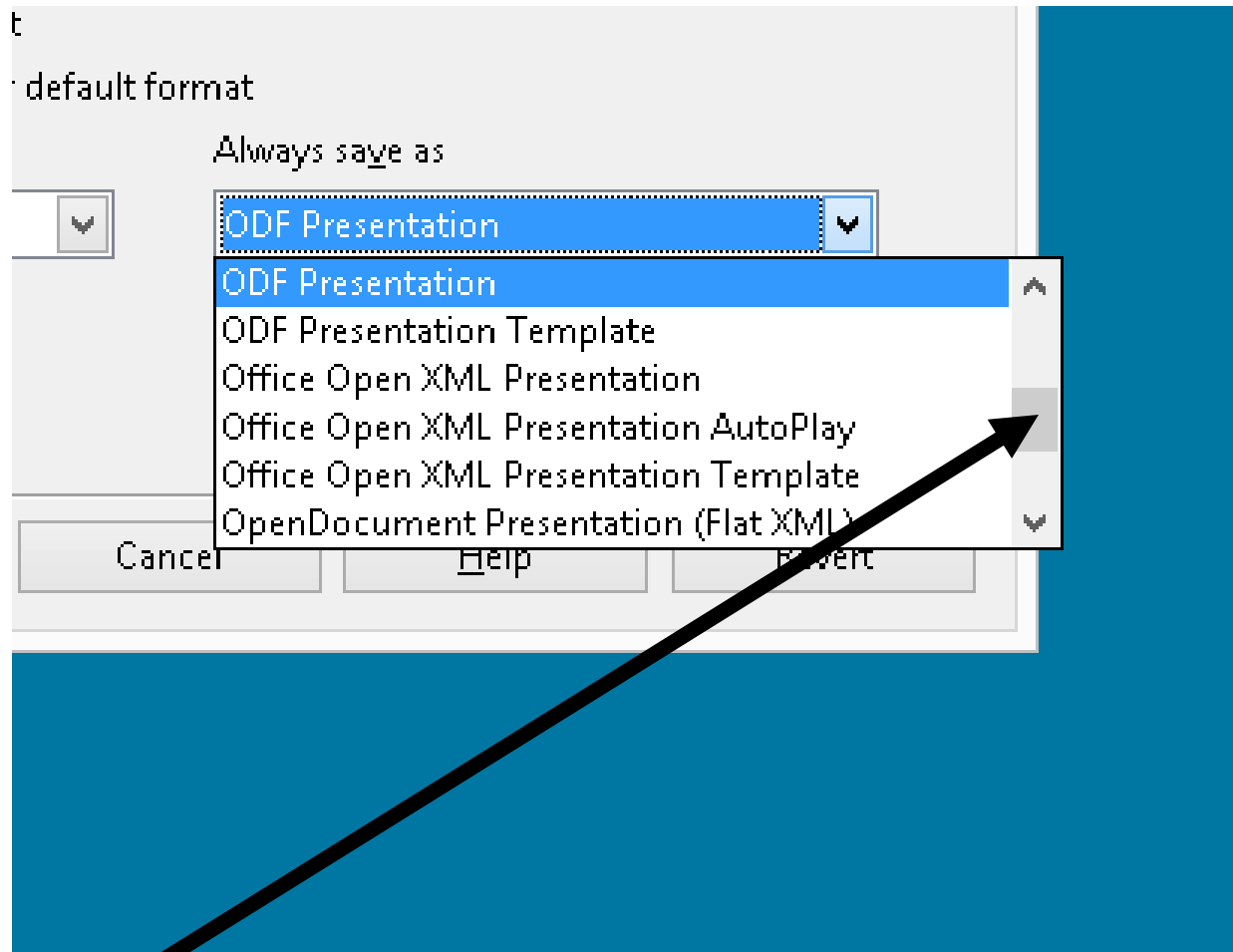
Revert

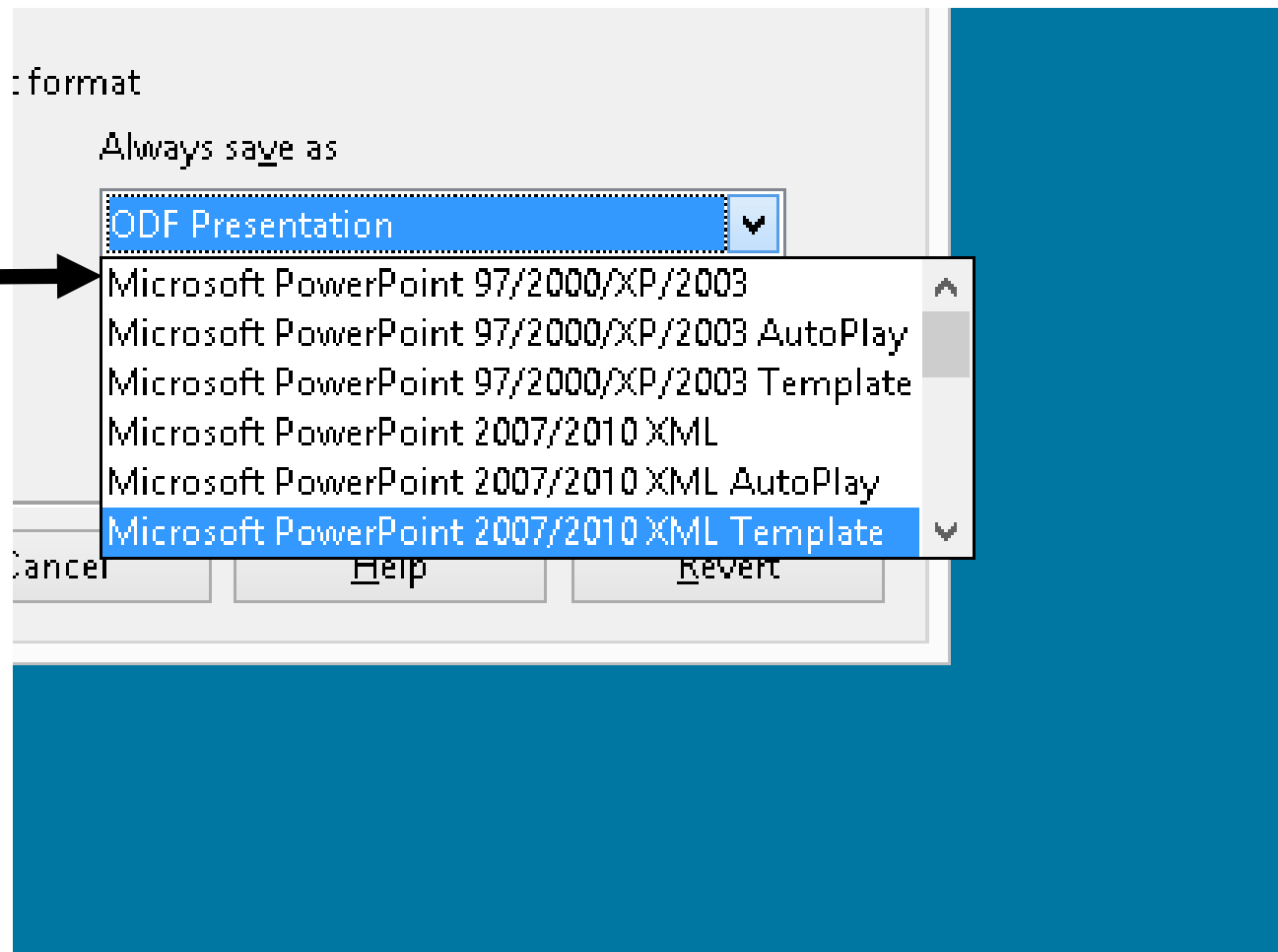




- Step 43: Set "Always save as" to "Microsoft Excel 97/2000/XP/2003" format. (You will have to use the vertical scroll bar on the right edge of the drop-down list in order to scroll upward.)







Format

Always save as

Microsoft PowerPoint 97/2000/XP/2003



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 Minutes
- Save URLs relative to file system
- Save URLs relative to internet

Default file format and ODF settings

ODF format version

- Size optimization for ODF format
- Warn when not saving in ODF or default format

Document type

Always save as

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 Minutes
- Save URLs relative to file system
- Save URLs relative to internet

Default file format and ODF settings

ODF format version

- Size optimization for ODF format
- Warn when not saving in ODF or default format

Document type

Always save as

OK

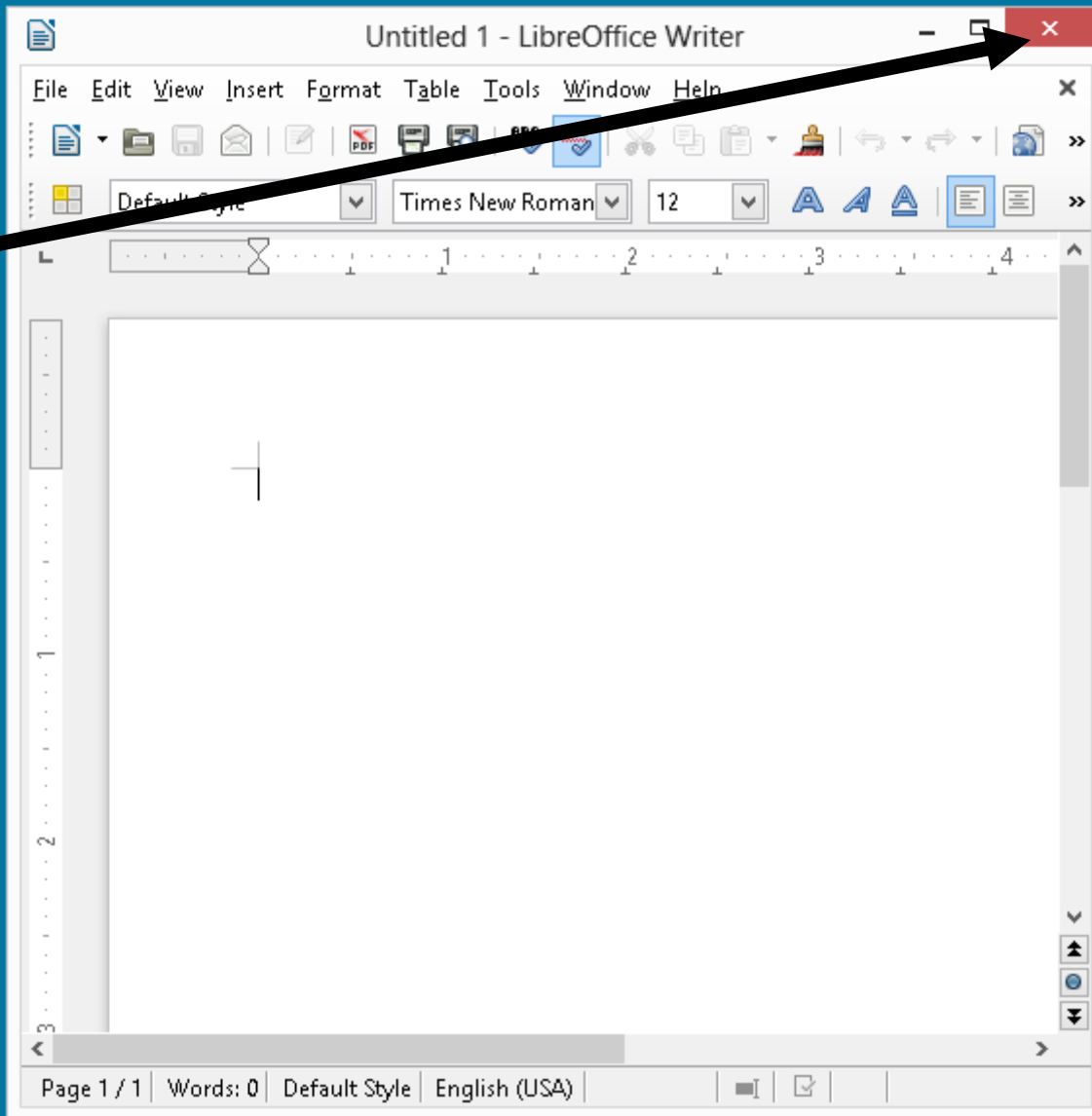
Cancel

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 - Libre...