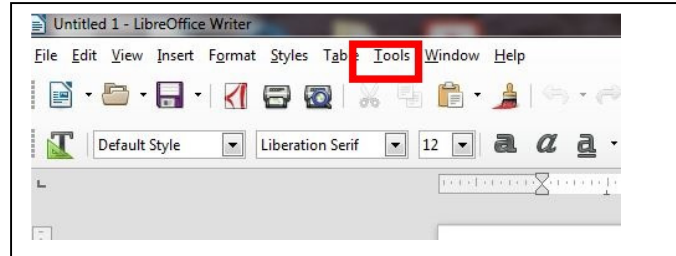


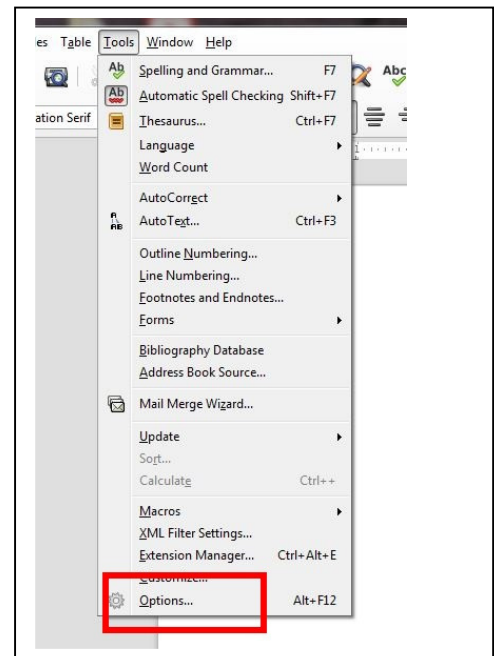
Configuring LibreOffice to default to MS Office File Formats.

After you install Libreoffice, change the default document type. This will set the default to always save your files, spreadsheets, and presentations in the Microsoft Office format. To do this:

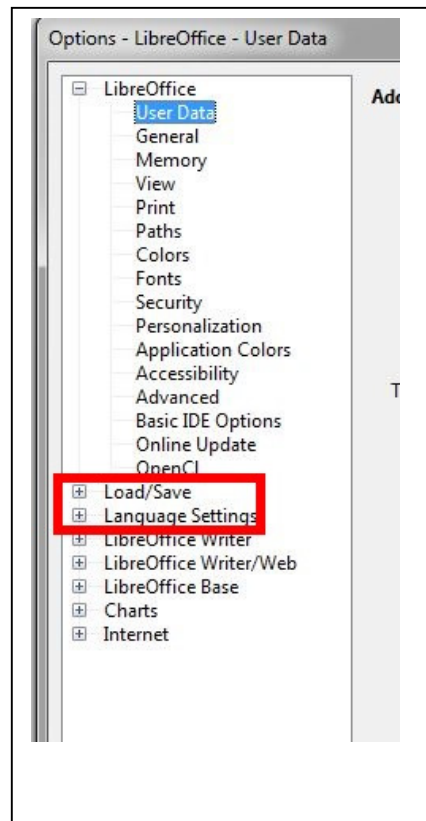
1. Start LibreOffice Writer
2. Click “Tools” near top of page



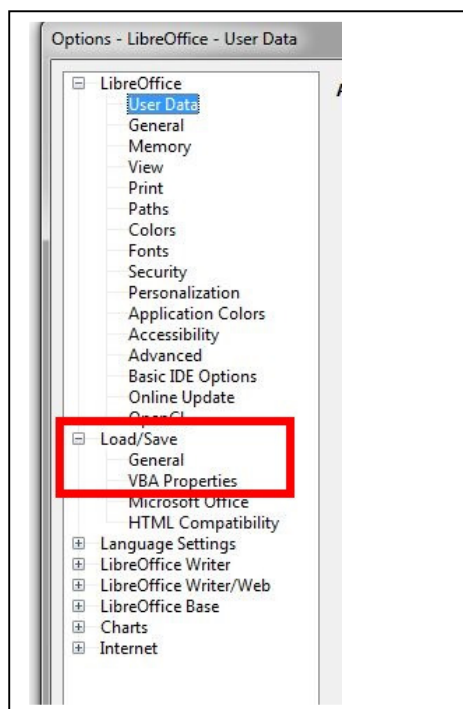
3. Go to bottom of drop down and click “Options”



4. Click “+” sign in front of Load/Save



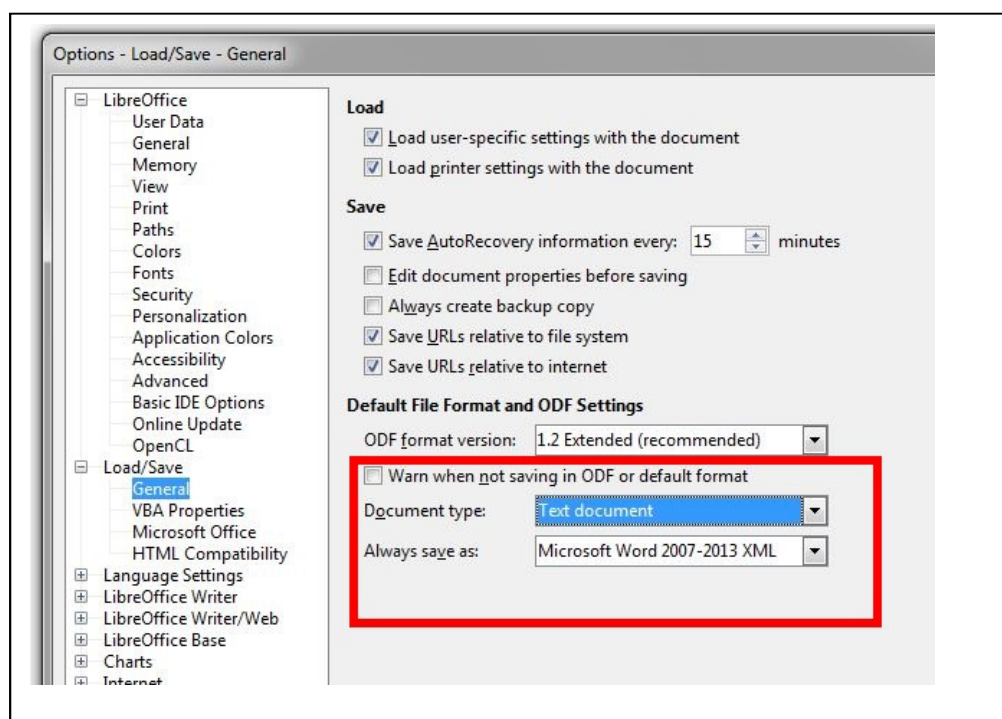
5. Click “General”



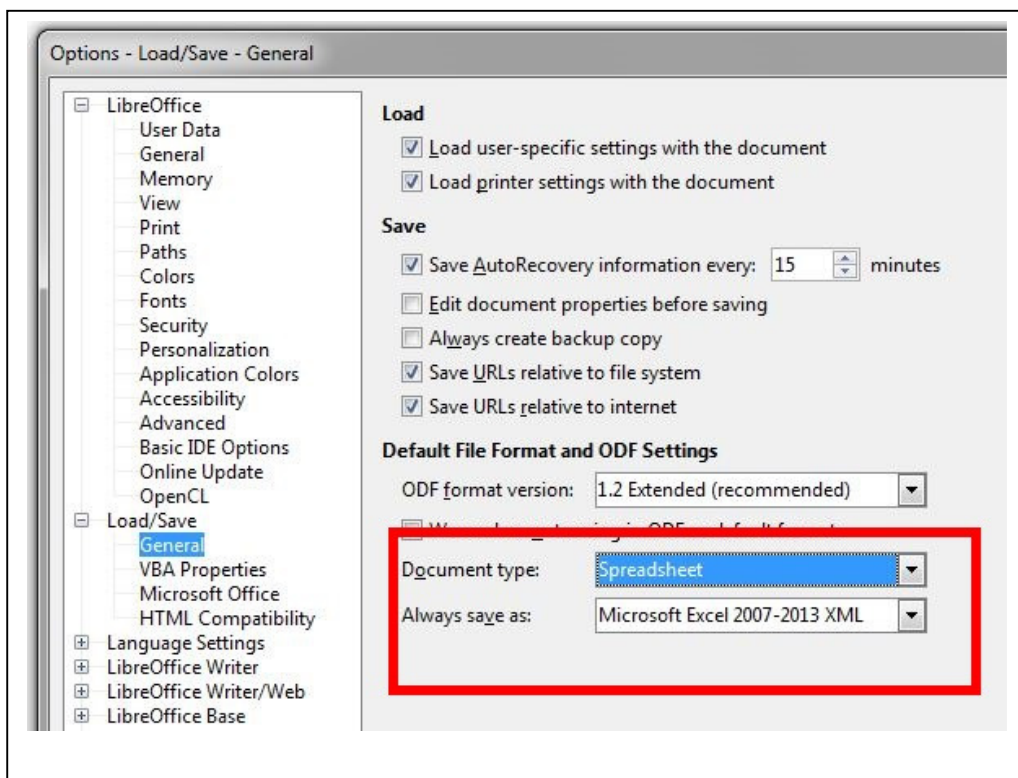
6. Move to the right and click V at the right edge of the document type box

7. Click 'text document'

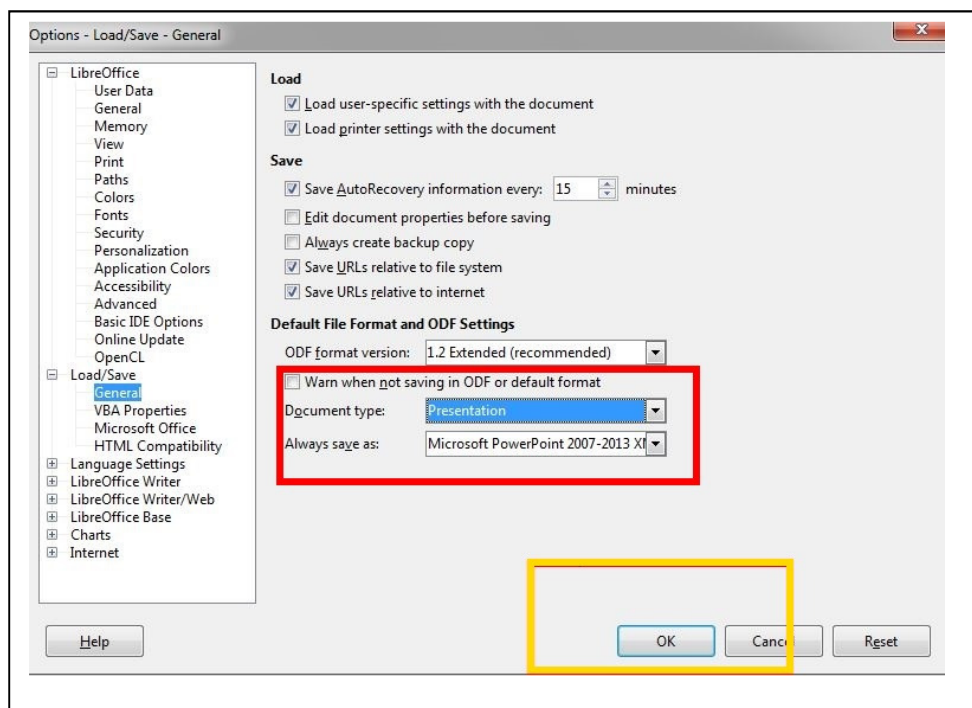
8. In the Always save as box click the down arrow and set as “Microsoft Word 2007-2013 XML”



9. Then go back to the document type box, click the down arrow and select 'spreadsheet'
10. In the Always save as box click the down arrow and set as “Microsoft Excel 2007-2013 XML”



11. Then go back to the document type box, click the down arrow and select 'Presentation'
12. In the Always save as box click the down arrow and set as “Microsoft PowerPoint 2007-2013 XML”



13. Then at the bottom of the box, click OK

The options box will close and now when you save documents, spreadsheets, and presentations they will automatically save in the Microsoft Office format so that anyone with MS Office will be able to open them.