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" es Table Tools Window Help Ab Spelling and Grammar... Abc F7 0 Automatic Spell Checking Shift+F7 = : ation Serif 📕 <u>T</u>hesaurus... Ctrl+F7 Language • Word Count AutoCorrect Ctrl+F3 AutoText... Outline Numbering... Line Numbering... Eootnotes and Endnotes... Forms Bibliography Database Address Book Source... 4. Click "+" sign in Mail Merge Wizard... Options - LibreOffice - User Data front of Load/Save <u>U</u>pdate , LibreOffice Sort... Add Calculate Ctrl++ User Data General Macros . Memory XML Filter Settings... View Extension Manager... Ctrl+Alt+E Print Paths Options... Alt+F12 Colors Fonts Security Personalization Application Colors Accessibility Т Advanced **Basic IDE Options** Online Update OpenCl E Language Settings LibreOffice Writer ⊞ LibreOffice Writer/Web E LibreOffice Base Charts 🗄 Internet

5. Click "General"



- 6. Move to the right and click \lor 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"

LibreOffice User Data General Memory View Print Paths Colors Fonts Security Personalization Application Colors Accessibility Advanced Basic IDE Options Online Update OpenCL	Load ✓ Load user-specific settings with the document ✓ Load printer settings with the document Save ✓ Save AutoRecovery information every: 15 ÷ minutes Edit document properties before saving Always create backup copy ✓ Save URLs relative to file system ✓ Save URLs relative to internet Default File Format and ODF Settings ODF format version:		
Load/Save Jeneral VBA Properties Microsoft Office HTML Compatibility Language Settings LibreOffice Writer LibreOffice Writer LibreOffice Base Charts Lotrenat	☐ Warn when <u>n</u> ot sa D <u>o</u> cument type: Always sa <u>v</u> e as:	ving in ODF or default format Text document 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"

 LibreOffice User Data General Memory View Print Paths Colors Fonts Security Personalization Application Colors Accessibility Advanced Basic IDE Options 	Load ✓ Load user-specific settings with the document ✓ Load printer settings with the document Save ✓ Save AutoRecovery information every: 15 → minutes ☐ Edit document properties before saving ☐ Always create backup copy ✓ Save URLs relative to file system ✓ Save URLs relative to internet Default File Format and ODF Settings		
OpenCL OpenCL Coad/Save General VBA Properties Microsoft Office HTML Compatibility Language Settings LibreOffice Writer LibreOffice Writer/Web LibreOffice Writer/Web	ODF <u>f</u> ormat version: D <u>o</u> cument type: Always sa <u>v</u> e as:	1.2 Extended (recommended) Spreadsheet 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"

LibreOffice	Logd		
User Data	LOAD		
General	Load user-specific settings with the document		
Memory	Load printer settings with the document		
View			
Print	Save		
Colors	Save AutoRecovery information every: 15 🚔 minutes		
Fonts	Edit document properties before saving		
Security	Always create backup copy		
Personalization			
Application Colors	V Save URLs relative to file system		
Advanced	Save URLs relative to internet		
Basic IDE Options	Default File Format and ODE Settings		
Online Update			
OpenCL	ODF format version: 1.2 Extended (recommended)		
E Load/Save	Warn when not saving in ODF or default format		
General			
VBA Properties	Document type: Presentation		
HTML Compatibility	Always save as: Microsoft PowerPoint 2007-2013 XI 💌		
LibreOffice Writer			
E LibreOffice Writer/Web			
E LibreOffice Base			
Charts			
Internet			
Help	OK Cance Reset		

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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.