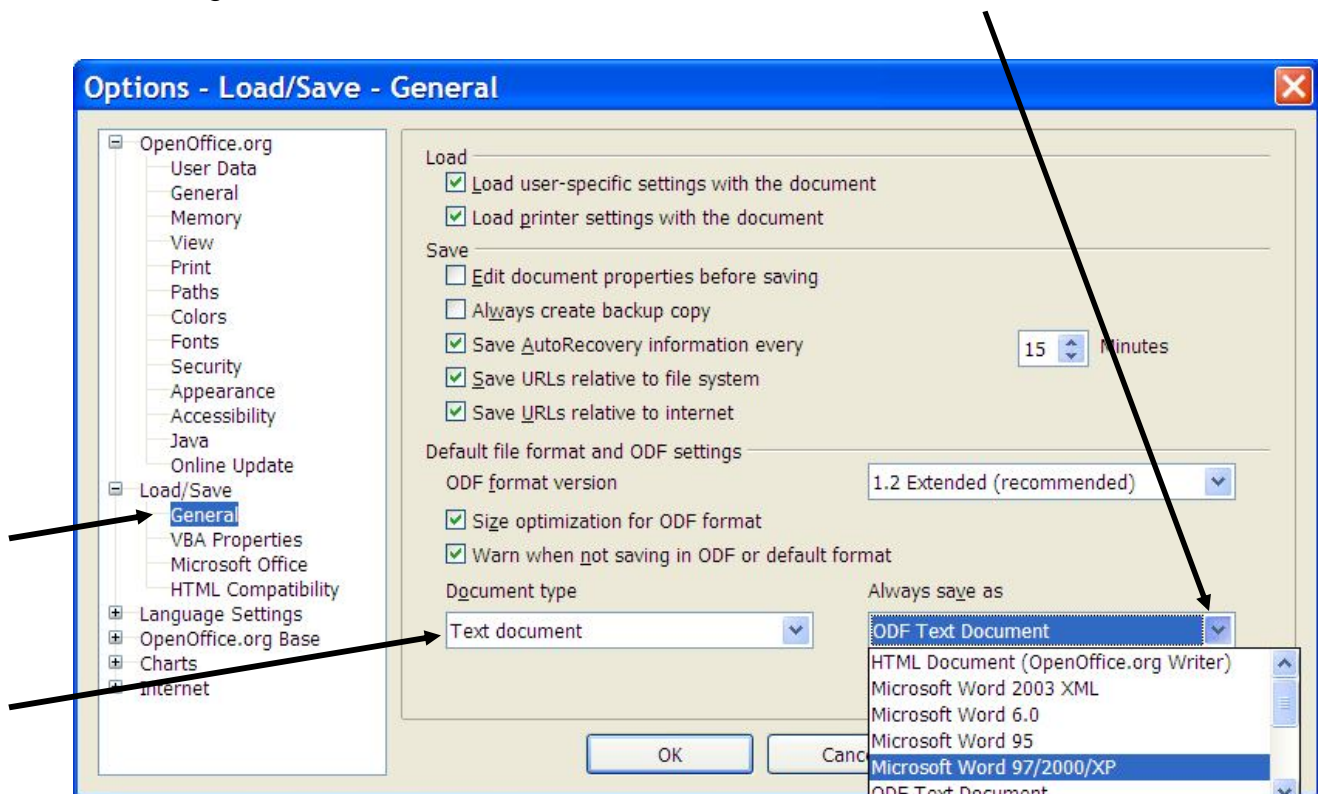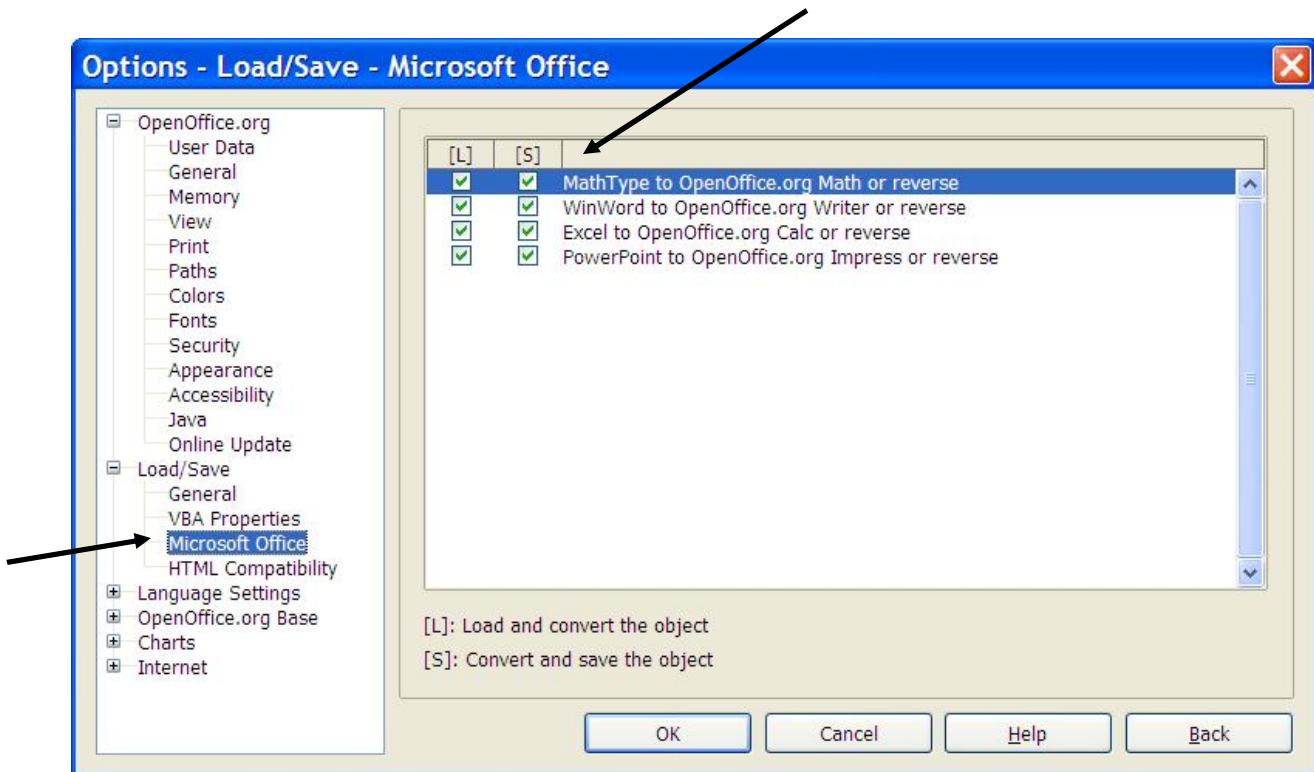# Installing and Configuring OpenOffice

1. Go to the Open Office website (openoffice.org).

2. Download and install the OpenOffice software.

3. Open the software by double-clicking on the desktop icon.

4. Click on the Tools menu, and then click on Options.

5. Click on the plus (+) sign next to "Load/Save".

6. Click to highlight "General".

7. Down at Document type it should say "Text Document".

8. To the right of that, under "Always Save As" click on the little down arrow and change it from "ODF Text Document" to "Microsoft Word 97/2000/XP".

9. Go back to Document type, click on the little down arrow and change that to "Spreadsheet".

10. Under "Always save as", change it to "Microsoft Excel 97/2000/XP".

11. Repeat steps 9 and 10 for "Document type": Presentations, changing "Always save as" to Microsoft PowerPoint 97/2000/XP

12. Under "Load/Save" on the left, click to highlight "Microsoft Office".

13. Click to put a check mark in front of all 8 Load and Save option check boxes.

Options - Load/Save - Microsoft Office

- OpenOffice.org
  - User Data
  - General
  - Memory
  - View
  - Print
  - Paths
  - Colors
  - Fonts
  - Security
  - Appearance
  - Accessibility
  - Java
  - Online Update
- Load/Save
  - General
  - VBA Properties
  - **Microsoft Office**
  - HTML Compatibility
- Language Settings
- OpenOffice.org Base
- Charts
- Internet

[L]	[S]	
✓	✓	MathType to OpenOffice.org Math or reverse
✓	✓	WinWord to OpenOffice.org Writer or reverse
✓	✓	Excel to OpenOffice.org Calc or reverse
✓	✓	PowerPoint to OpenOffice.org Impress or reverse

[L]: Load and convert the object
[S]: Convert and save the object

OK   Cancel   Help   Back

14. Click OK.