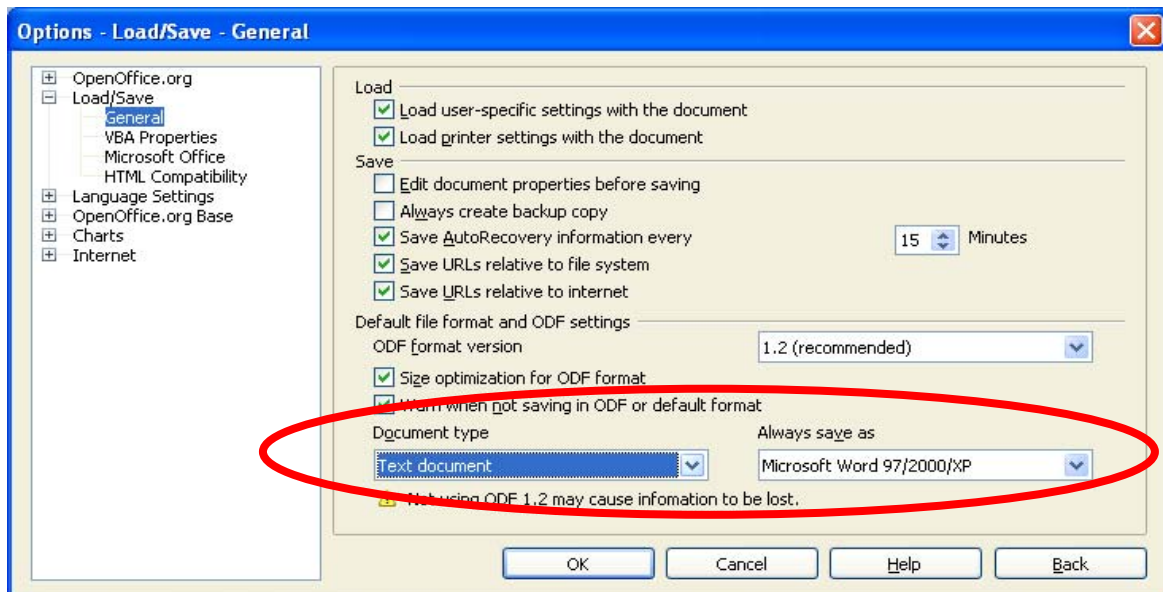


# Changing the Save Default in *Open Office* (*Open Office* is loaded on the Dell Minis)

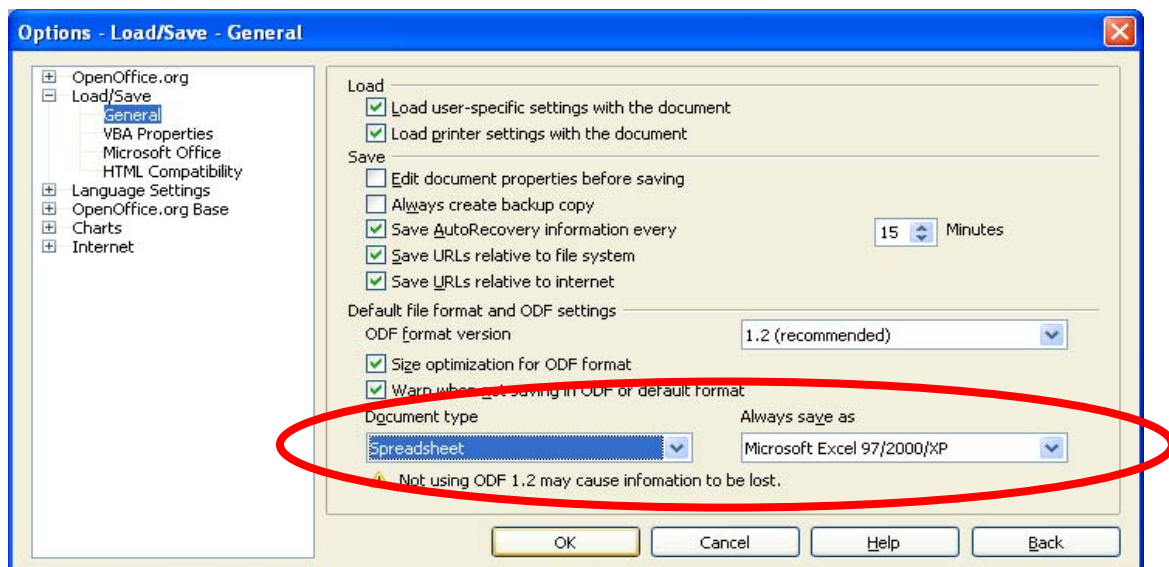
*Open Office* automatically saves as an *Open Office* Document (.ODF). This document Type **can NOT** be opened in MS Word. To be able to open in both *Open Office* and MS Word, you must change the default save type.

To change the Default save type, open *Open Office* Writer

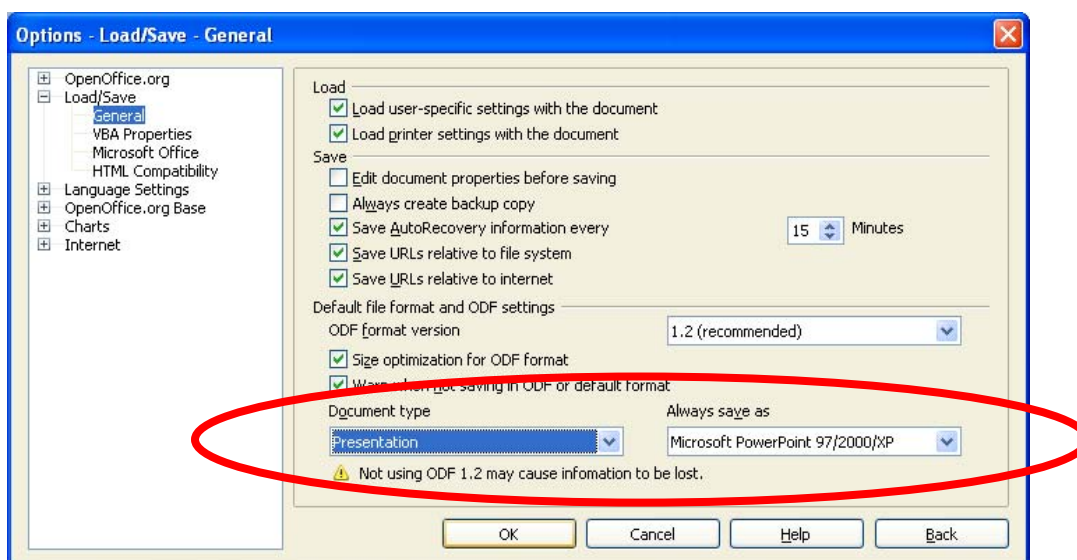
1. Tools > Options> Load/Save > General
2. Towards the bottom of the Screen set Text Document > Always save as Microsoft Word 97/2000/XP



3. Change to Spreadsheet > Save as Microsoft Excel 97/2000/XP (you do not have to save in-between)



4. Change to Presentation > Save as PowerPoint 97/2000/XP



5. Click OK
6. Your Documents will now all save to a format that is compatible with MS Office and Open Office.
7. Happy Creating!