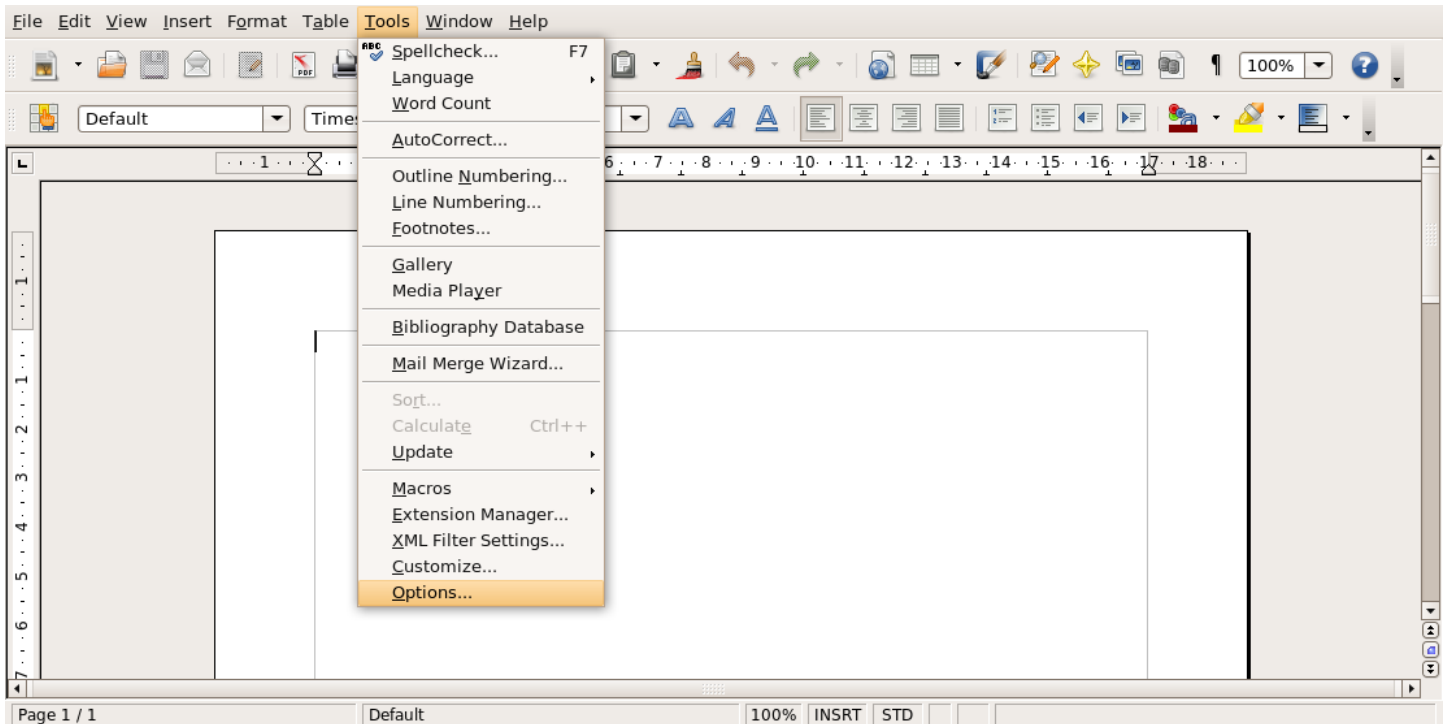


# How to set up OpenOffice.org to use Microsoft Office formats by default



In any OpenOffice.org application  
Select Tools -> Options

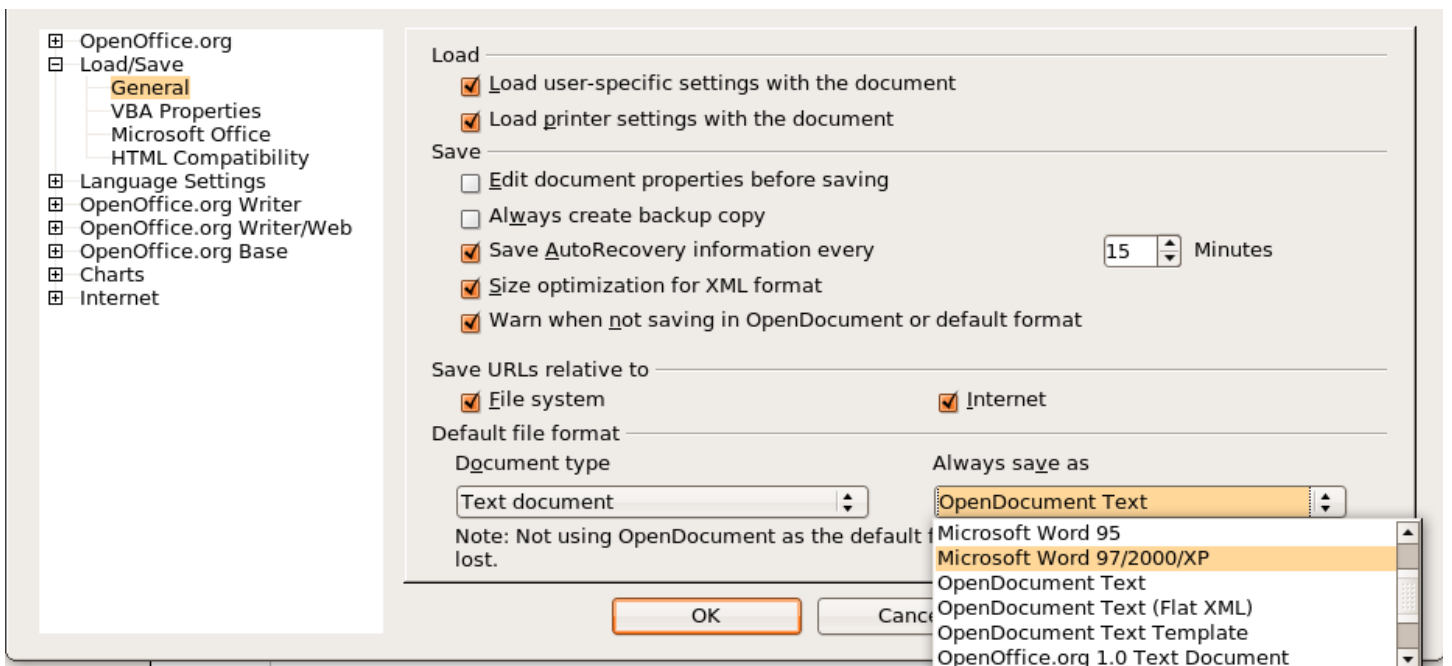
Select Load/Save -> General

Select the desired document type

Select the default format (Microsoft Office 97/2000/XP)

Select Ok

Note: Not all document types have Microsoft Office equivalents



Questions and Comments email the Linux User Group: [linux@une.edu.au](mailto:linux@une.edu.au)