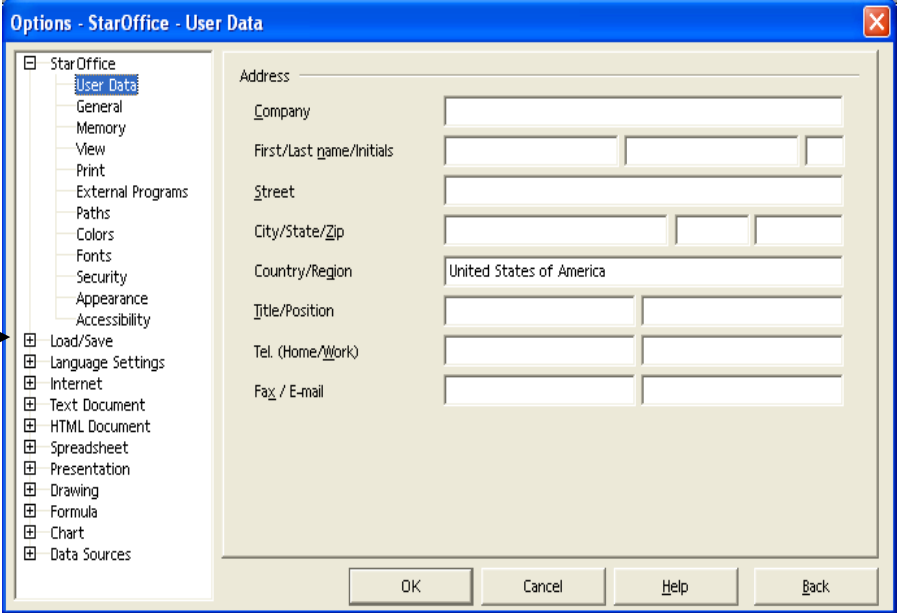
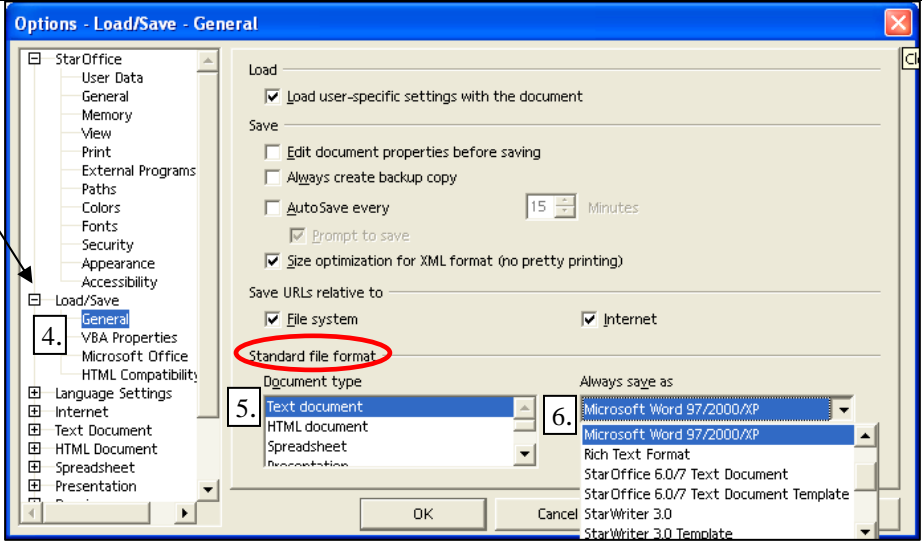




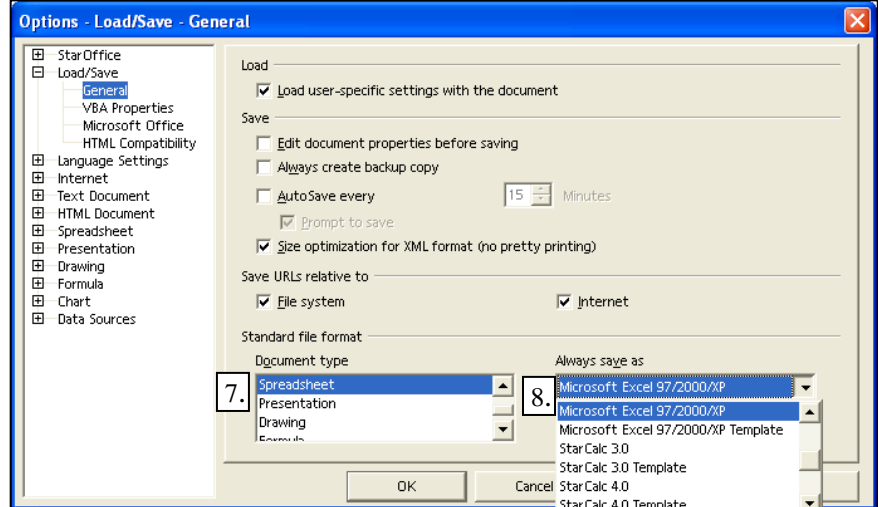
## Setting StarOffice to Always Save as Microsoft Office files

*Note: Some formatting may not be compatible with Office.*

<ol style="list-style-type: none"> <li>1. Open Open Office or StarOffice Writer.</li> <li>2. From the menu bar, click <b>TOOLS</b> &gt; <b>Options</b>.</li> <li>3. Double click <b>LOAD/SAVE</b> (or click once on the “+”)</li> </ol>	
<ol style="list-style-type: none"> <li>4. Under Load/Save, click on <b>GENERAL</b>.</li> <li>5. Under Standard File Format, choose <b>TEXT DOCUMENT</b></li> <li>6. Under Always Save As, choose <b>MICROSOFT WORD 97/2000/XP</b>.</li> </ol>	

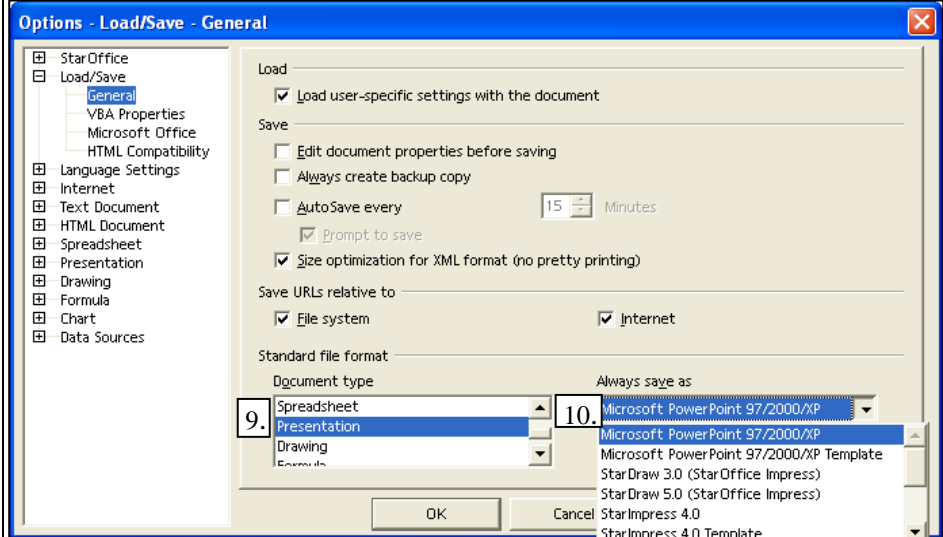
7. Under Standard File Format, choose SPREADSHEET

8. Under Always Save As, choose MICROSOFT EXCEL 97/2000/XP  
(Make sure you don't choose Template)



9. Under Standard File Format, choose PRESENTATION

10. Under Always Save As, choose MICROSOFT POWERPOINT 97/2000/XP  
(Don't choose Template)



Once you have changed these 3 items, close windows.

*\*Note: You will receive a message stating by doing this you may change the format of some items. Just click OK, OK, OK*



**Tip!** Always, Always, Always, open the StarOffice program, then go to File > Open to open a document.