

OpenOffice.org – how to save your files in a Word-compatible format

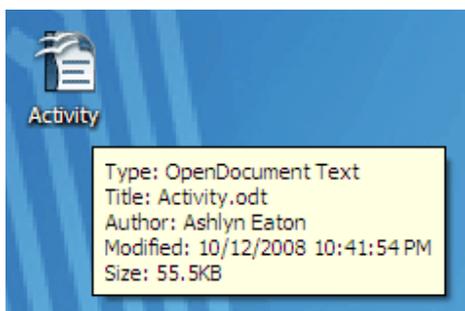
OpenOffice.org is a free productivity suite, similar to Microsoft™ Office in functionality but without the associated cost. Many users will not wish to or are unable to purchase a copy of the Microsoft™ product, thereby making OpenOffice.org an excellent, cost-effective alternative. It provides many features including word-processing, spreadsheet, database and presentation abilities.

There are many people using OpenOffice.org as a cost-effective alternative to the Microsoft™ Office suite. This is not normally an issue, however, by default, OpenOffice.org will save Word documents in its own proprietary format (called ODT, OpenDocument Text format). The same happens for spreadsheets and so-on.

This short tutorial will show you to save your files in a format accessible by most other users, primarily Microsoft™ Word. If you are using another part of the OpenOffice.org suite, following a similar process will allow most users to access your files even if they do not have OpenOffice.org.

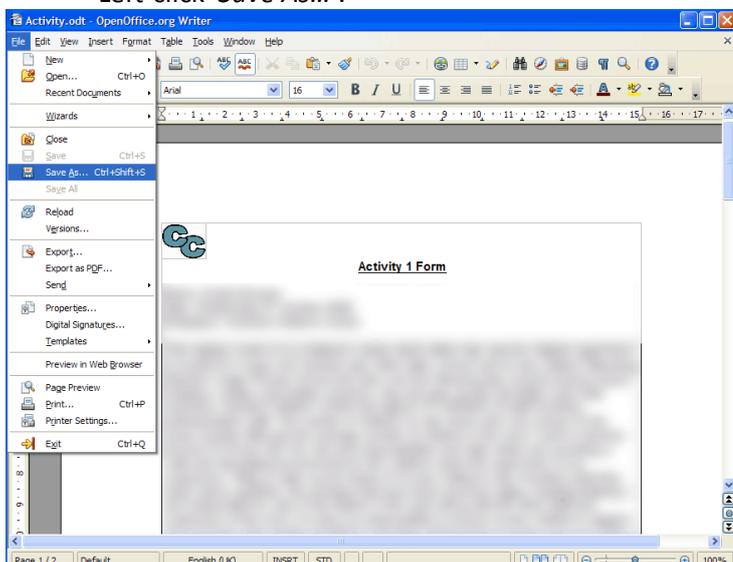
Step 1:

Find the file you wish to open (it should look similar to the icon below) and double left-click it:

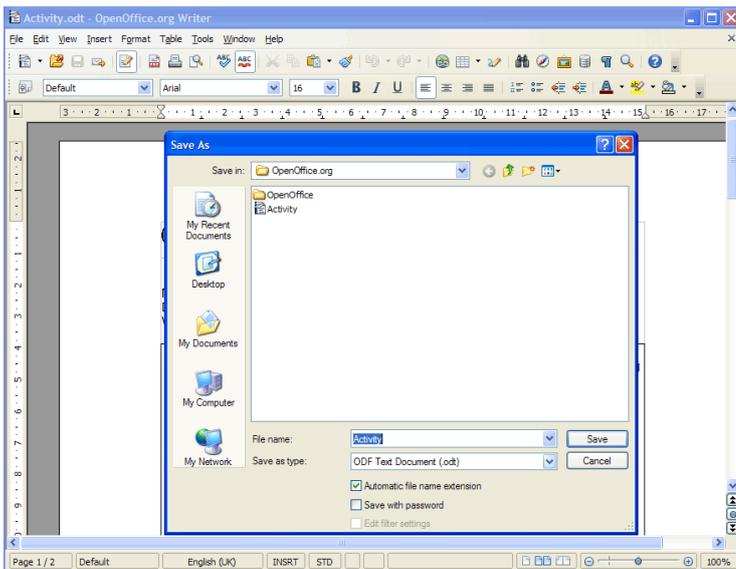


Step 2:

- Once in OpenOffice Writer (Word-compatible editor), left-click on 'File' (top-left corner)
- Move the cursor to 'Save As...'
- Left-click 'Save As...'



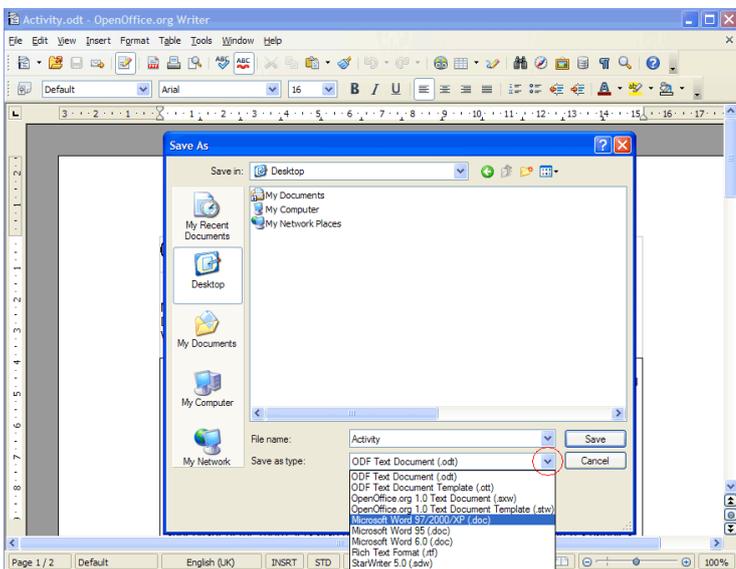
When you click 'Save As...' you will be presented with a screen similar to the following:



Find the 'Save as type:' drop-box (left of the 'Cancel' button).

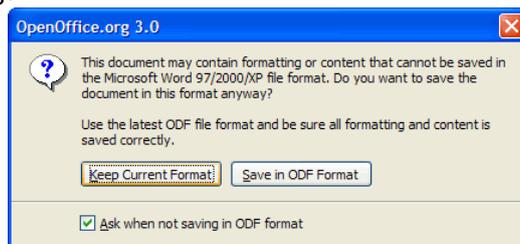
Step 4:

Click on the down arrow for 'Save as type':



- Choose the option showing 'Microsoft Word 97/2000/XP (.doc)' and left-click. It should be the fifth option down. For other parts of the suite select the appropriate Microsoft™ equivalent option, e.g. for OpenOffice Calc for spreadsheets choose the Excel option and so on.
- *You may wish to assign a new filename at this point (optional):* enter a new name in the File name box
- *You may wish to change the location of the new file (optional):* in Windows XP you get 5 large buttons down the side of this 'Save As' window. More than likely you will want to save the file to *Desktop* or *My Documents* – if this is the case, click the appropriate button, otherwise browse to the appropriate location
- When you have set all these options, click the 'Save' button

- If you receive a dialog box similar to the one below, click 'Keep Current Format' otherwise your file will be saved in ODT/ODF format again:



This completes the tutorial. You have successfully saved your file in a Microsoft™ Office compatible format ready for e-mailing or transferring to the relevant person(s)!

For your reference, the OpenOffice.org suite provides the following applications:

Microsoft Office application:	OpenOffice.org equivalent:	Type:
Microsoft Word	OpenOffice.org Writer	Word processor
Microsoft Excel	OpenOffice.org Calc	Spreadsheet
Microsoft PowerPoint	OpenOffice.org Impress	Presentation tool
Microsoft Access	OpenOffice.org Base	Database management
Microsoft Publisher	OpenOffice.org Draw	Desktop publishing/drawing
Equation Editor	OpenOffice.org Math	Mathematical equations

For most purposes, you will only be using the first two or three listed applications on your course.

N.B. For this tutorial, the most common programs were used: Windows XP, Internet Explorer 7, OpenOffice.org 3.0. For users with Windows Vista and different web browsers, pages or dialog boxes may differ slightly, though the underlying principles will be the same.