



Tutorials For OpenOffice

Microsoft Word Files

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Both **OpenOffice** and **Microsoft Office** work very well on your computer.

1. It can be confusing when you are opening and closing files on your computer. It can appear as if your Microsoft files are converted to OpenOffice files and you want the MS files back.
2. There can be confusion when you send your files to other people. The other people cannot open the files you gave them.

This tutorial has information on opening and closing files when both Microsoft Office and OpenOffice are on your computer. The tutorial also explains how to send your files to other people who do not have OpenOffice on their computers.

Installation Of OpenOffice

When OpenOffice is installed, the following is done:

1. You are asked to make a choice “Select the file types that OpenOffice.org 2.0 will automatically open”
2. There are three file types shown: “Microsoft Word Documents”, “Microsoft Excel Spreadsheets”, and “Microsoft Power Point Presentations”. You may or may not place a check mark before one or more of the three file types.

If Check Marks Are Not Added At Installation

1. **IF** check marks are **NOT** added, Windows opens Microsoft files into a Microsoft format (.doc, .xls, and .ppt) and **NOT** into an OpenOffice format.
2. **IF** check marks are **NOT** added, OpenOffice opens Microsoft files into the Microsoft

format. Click **File > Open** and then click on the **name of the file**.

If Check Marks Are Added At Installation

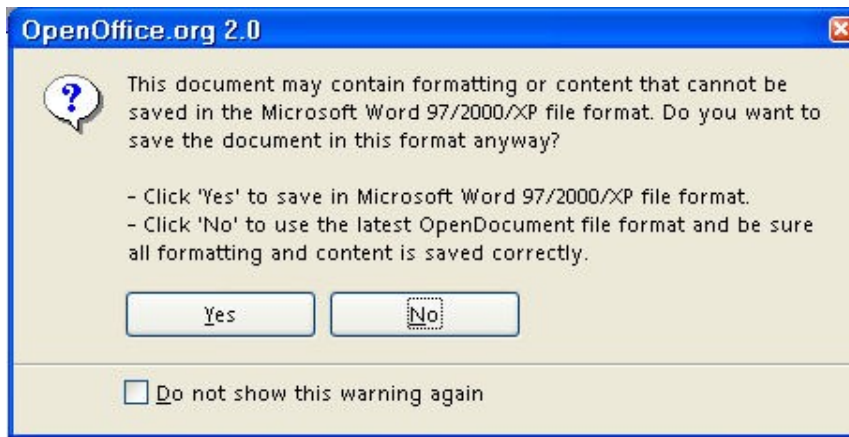
1. **IF** check marks **ARE** added, files in the Microsoft format can be opened from within a Microsoft application.
2. **IF** check marks **ARE** added, OpenOffice opens Microsoft files (.doc, .xls, .ppt) into the OpenOffice format. Any Microsoft file thus opened is still on the computer in the original Microsoft format.

Open Microsoft Word Files With A Microsoft Application

1. **IF** check marks were **NOT** added, and you are in Microsoft Word, you may open the files normally.
2. **IF** check marks were **NOT** added, you can open MS Office files from within OpenOffice normally. You can then work with the files and save them in any format of your choice (Use **File > Save As**)
3. **IF** check marks **WERE** added and later you want to “Undo” the check marks so that Microsoft Word now opens Microsoft Word files by either Clicking **Start > My Documents** then clicking on the **name of the file**, or by using **Windows Explorer** and clicking on the **name of the file**, see the last section, **Change The Method For Opening Microsoft files**, at the bottom of this tutorial.

Save Files

1. **IF** you are working in Microsoft Word, do a normal “**Save**”. The file will be saved in the Microsoft format.
2. **IF** you are working in OpenOffice, you can choose to save the file in either the Microsoft format or in the OpenOffice format (Click **File > Save As**. In the “**File type:**” box, select the format of your choice.)
3. **IF** you have opened a Microsoft document in OpenOffice and **have made no changes** to the Microsoft document (.doc) and click **File > Close**, the file will be saved in the Microsoft format, (.doc) **IF** you **have made changes** to the Microsoft document, (.doc) and click **Close**, you will get a choice to **Save , Discard, or Cancel**.
4. **IF** you click **Cancel**, the option of closing is canceled and you will go back into the the document.
5. **IF** If you click **Discard**, the Microsoft file will be saved in the Microsoft format, (.doc.) and the changes will be lost.
6. **IF** you click **Save**, you will get this message:



Icons

The icon of a file indicates what application Windows uses to open the file.

1. **IF** check marks are **NOT** added, the icon for a Microsoft file will be the Microsoft icon.
2. **IF** check marks **ARE** added, the icon for a Microsoft file will be the OpenOffice icon. Even though the OpenOffice icon appears for a file with a Microsoft extension (DOC, XLS, PPT), that file on the hard-drive is still in a Microsoft format.

Change The Method For Opening Microsoft Files

1. Click on any Microsoft Word file by using either clicking **Start > My Documents** then clicking on the **name of the file**, or by using **Windows Explorer** and clicking on the **name of the file**. (The Microsoft Word file is highlighted in “My Documents” or in “Windows Explorer”.)
2. **Right-click** on the name of the file. Click on **Open With > Program**. (You will see a list of programs OR The **Open With** window will appear that has a list of programs.)
3. Click on **Microsoft Word**.
4. Click in the box before the words, “**Always use the selected program to open this kind of file**”. (A check mark is placed in the box.)
5. Click **OK**.

Sending Files To Others

If you send a file in the OpenOffice format and the receiving person has Microsoft Office and/or Word and does not have OpenOffice, the file cannot be opened by the other person. Save your files that will be sent to other people in a Microsoft format.

File > Save As > In the “Save as type:” pull-down menu, select **Microsoft Word 97/2000/XP (.doc)**

Note

Tutorials are improved by input from users. We solicit your constructive criticism.

E-mail suggestions and comments to tutorialsforopenoffice@yahoo.com

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Edited by Sue Barron