

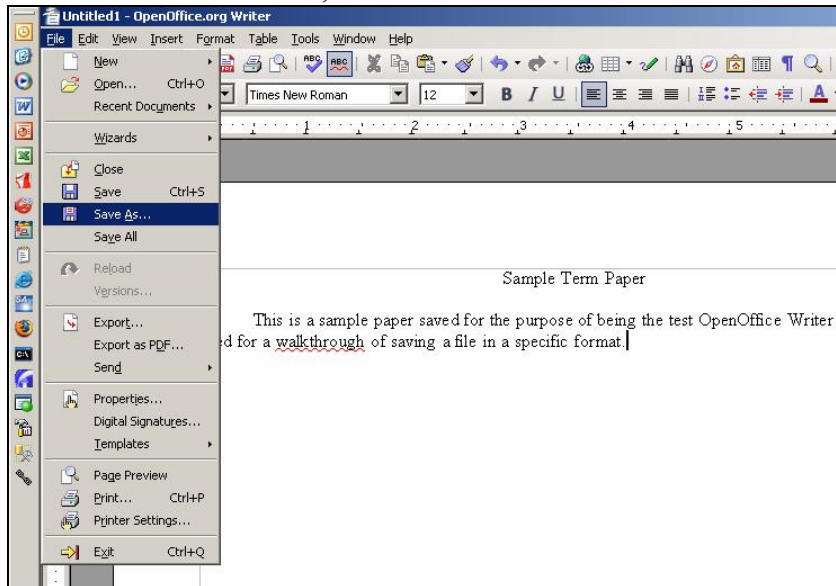
Saving a Microsoft-Office Compatible Document From OpenOffice

As of October 2007, Mercy College uses Microsoft Office 2003 as its workplace productivity software. In order to use files created in OpenOffice in the offices/classrooms at the college, it is necessary to save files in a format compatible with Office 2003. Please note the following table of Office 2003 programs/file formats and comparable OpenOffice programs/file formats:

| Application Type | Microsoft Office application / file type | OpenOffice application / file type |
|------------------|--|------------------------------------|
| Word Processor | Word / .doc | Writer / .odt |
| Spreadsheet | Excel / .xls | Calc / .ods |
| Presentation | PowerPoint / .ppt | Impress / .odp |

For the sake of space, this document will list only the process of saving an OpenOffice Writer document in a Word-compatible format, though the same logic can (and should be) applied to the other OpenOffice programs as well.

1. Click on the 'File' menu, and select 'Save As'.



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2. From the 'Save As' window, select 'Microsoft Word 97/2000/XP (.doc)' from the 'Save as type' box. Name the file (in the 'File name' box) and click 'Save' to finish. You will be able to use this file on-campus now.

