

# Installing Libre Office – An alternative to Microsoft Office

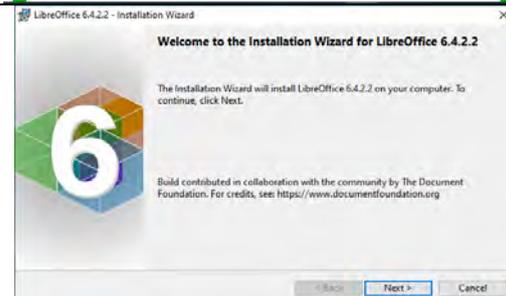
Browse to <https://www.libreoffice.org/download/download/>

Click on “Download”. You will be taken to a download page and the download will start automatically - please wait for the download to start – you shouldn’t need to click on anything.

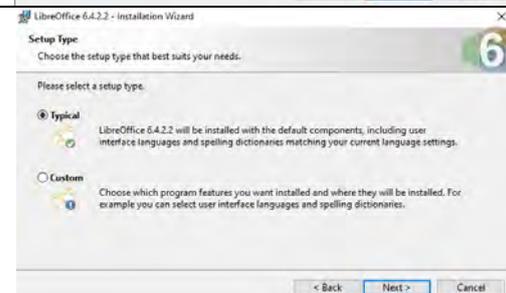


You may be asked if you want to Run or Save the program. Click “Run”.

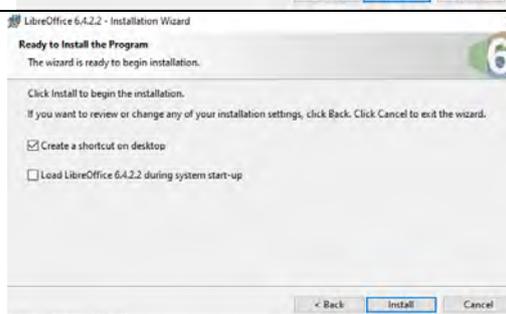
Click on Next.



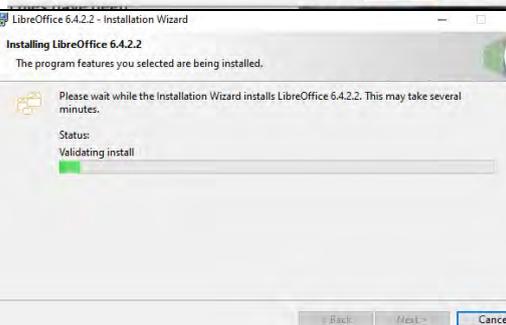
Make sure **Typical** is selected and click **Next**



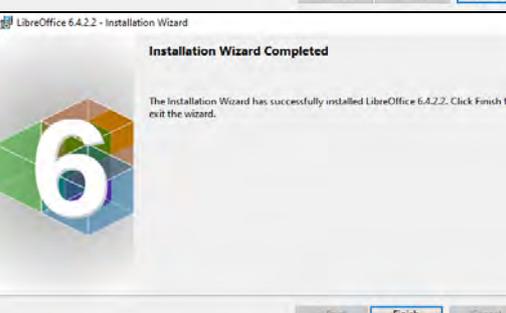
Click **Install** to start installing the application



Wait for the machine to install Libre Office on your machine.



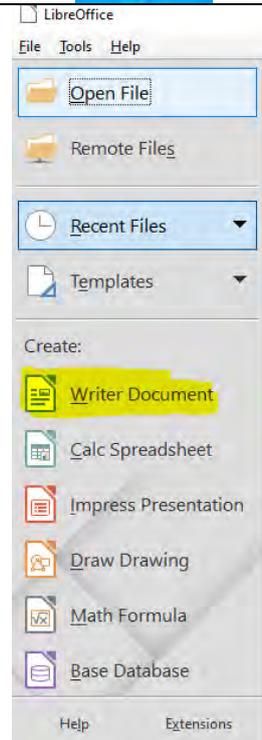
Once installation is complete, click on **Finish**.



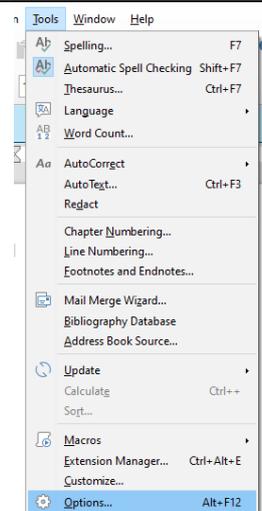
On the desktop, you should see this icon, double click on to start Libre Office.



When Libre Office has loaded, click on **Writer Document**

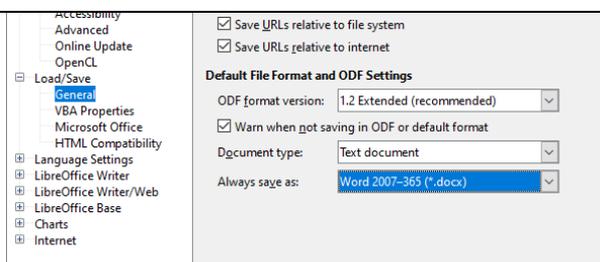


Once Write Document has opened up, click Tools then select Options. You are going to set the Save defaults so when you save documents, they will automatically open with Microsoft Applications.

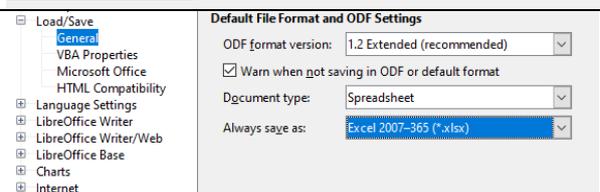


From the Left Hand Side, look for **Load/Save**. Click on the + and select **General**.

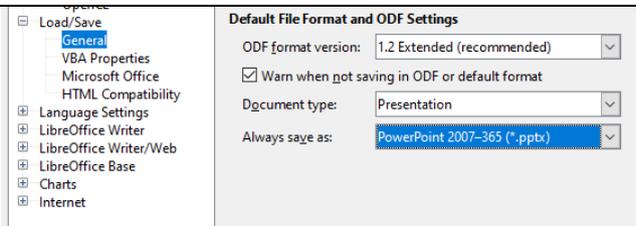
You need to change the Always Save As to **Word 2007 – 365 (\*.docx)**



Now change the dropdown menu to the left (Document Type) to **Spreadsheet** and change the Always Save As to **Excel 2007 – 365 (\*.xlsx)**



Now change the dropdown menu to the left (Document Type) to **Presentation** and change the Always Save As to **Powerpoint 2007 – 365 (\*.docx)**



Once all these have been changed, click OK.

Now when you save a document (Writer, Impress, Calc) they will open in the Office format.

Writer = Microsoft Office Word

Impress = Microsoft Office Powerpoint

Calc = Microsoft Office Excel

