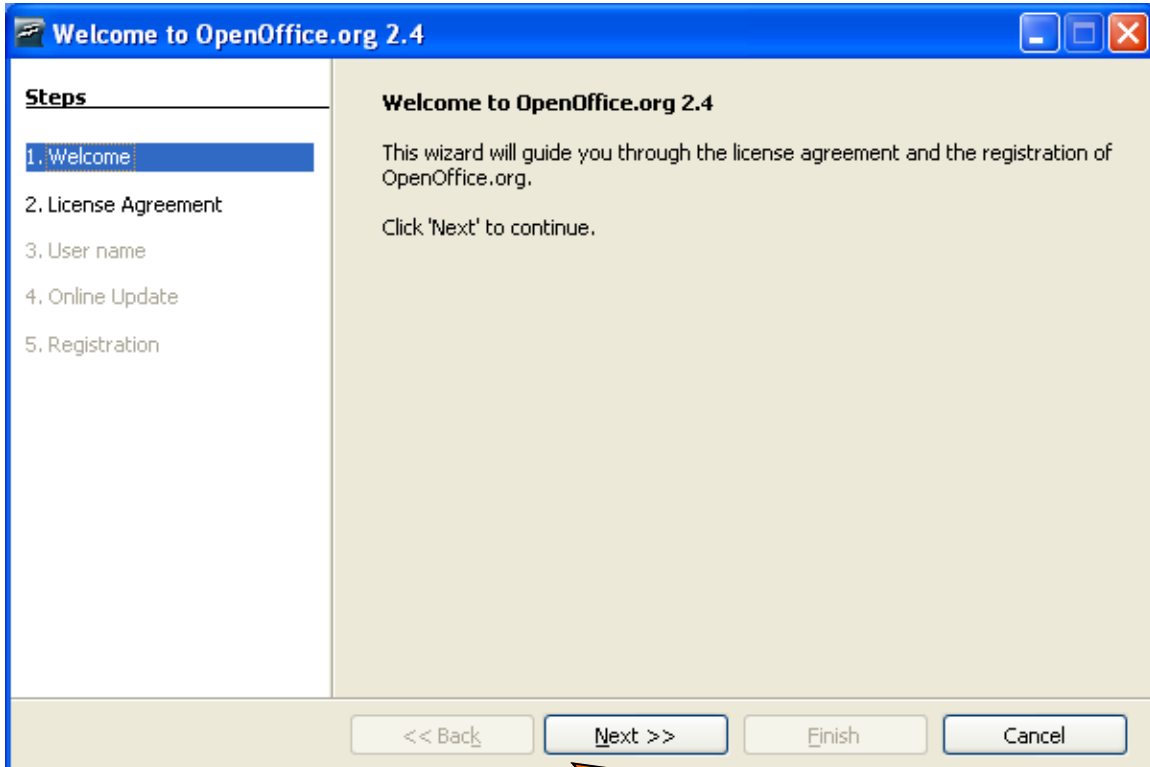


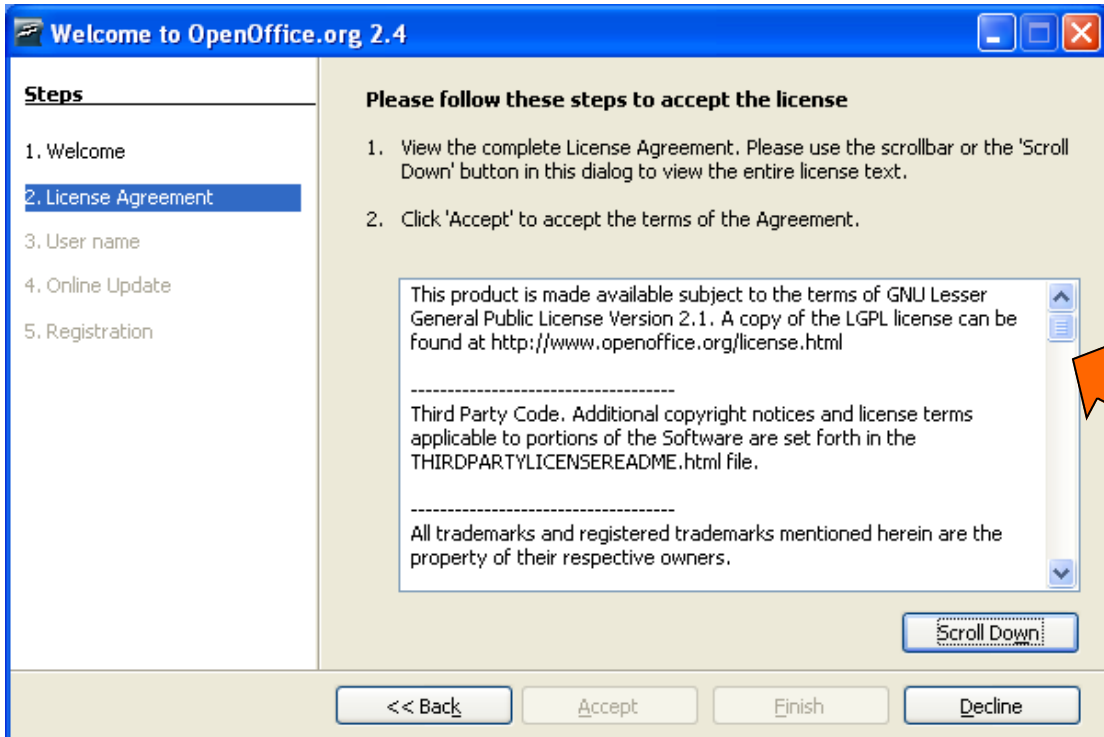
OPENING OPENOFFICE FOR THE FIRST TIME

When you open OpenOffice for the first time, you **may** have to do the following:

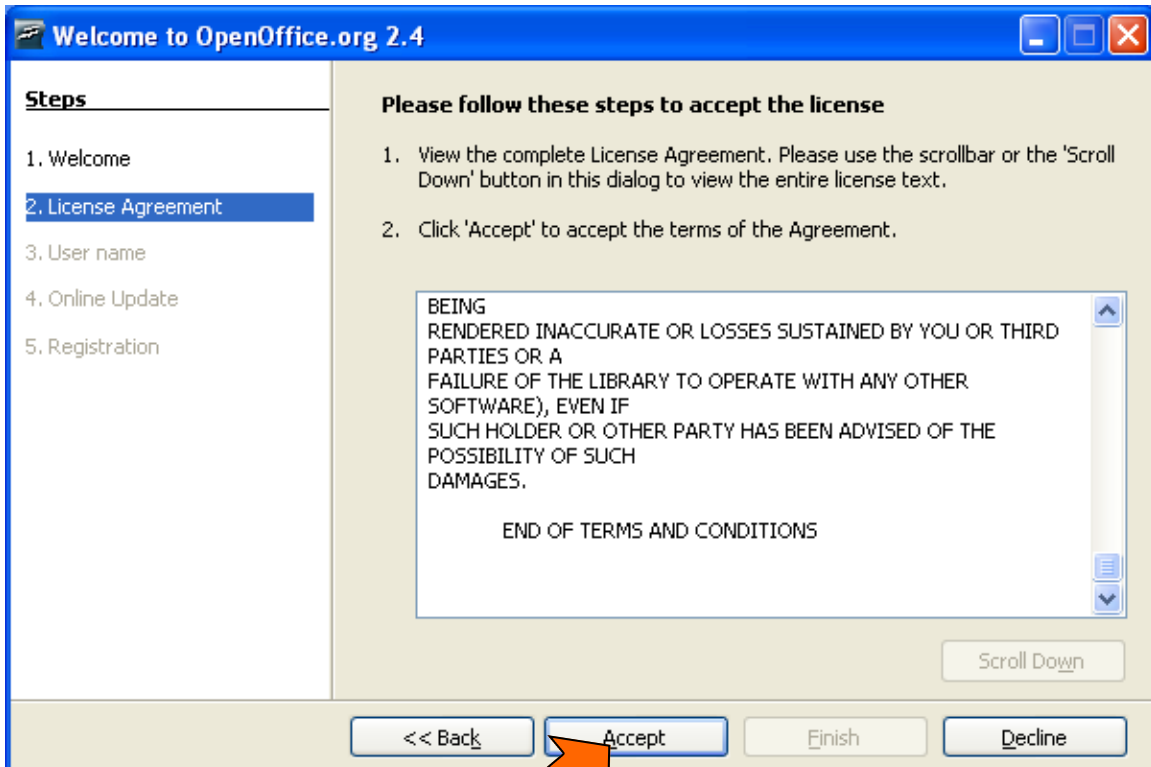
1. When the first screen appears, click **"Next"**.



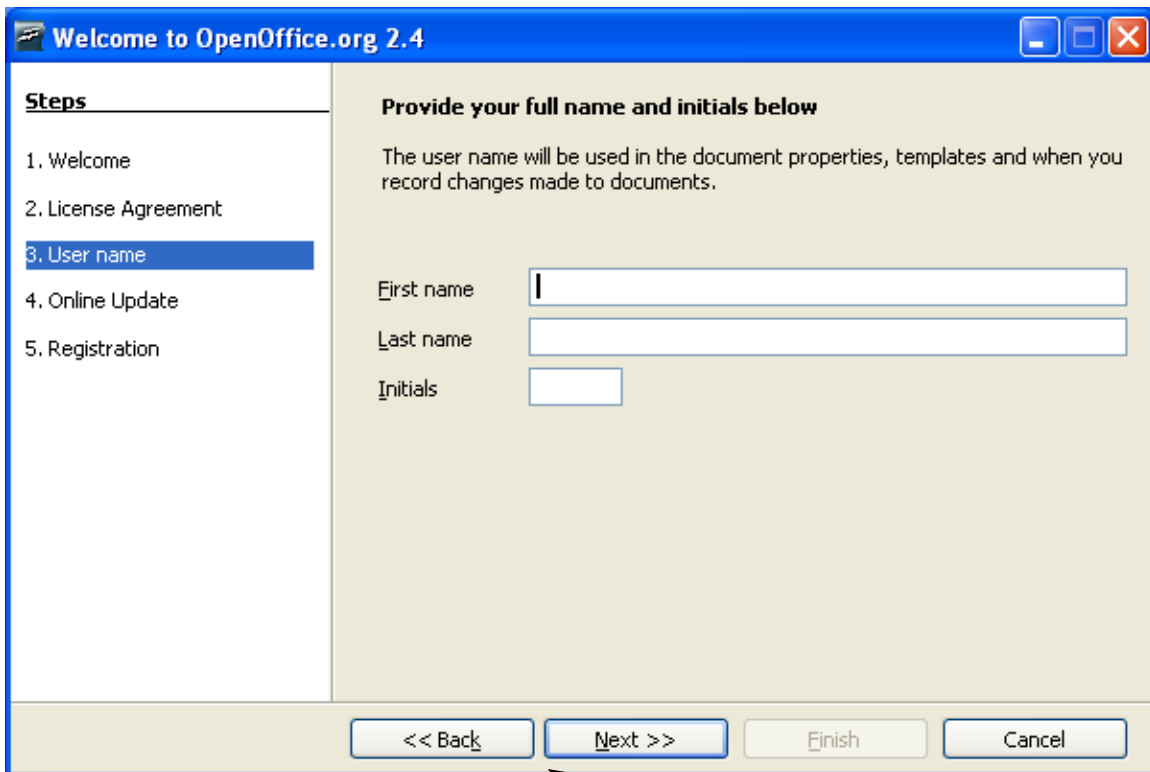
2. Take you mouse and pull the scroll bar located on the right down to the bottom.



3. Click **“Accept”**.

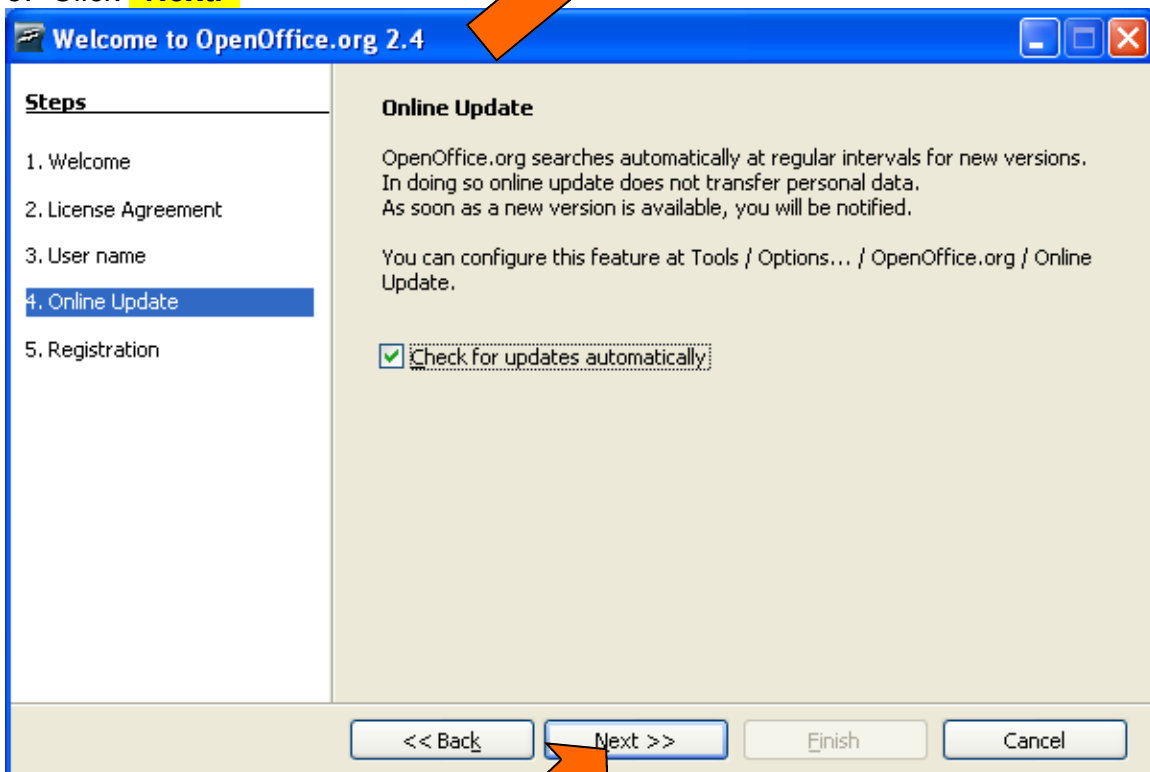


4. You may **OR** may not fill out the next information. I usually leave it blank. Click **"Next."**



The screenshot shows the 'Welcome to OpenOffice.org 2.4' dialog box. On the left, a 'Steps' list includes: 1. Welcome, 2. License Agreement, 3. User name (highlighted), 4. Online Update, and 5. Registration. The main area is titled 'Provide your full name and initials below' and contains the text: 'The user name will be used in the document properties, templates and when you record changes made to documents.' Below this text are three input fields: 'First name', 'Last name', and 'Initials'. At the bottom, there are four buttons: '<< Back', 'Next >>', 'Finish', and 'Cancel'. An orange arrow points from the 'Next >>' button in this screenshot to the 'Next >>' button in the screenshot below.

5. Click **"Next."**

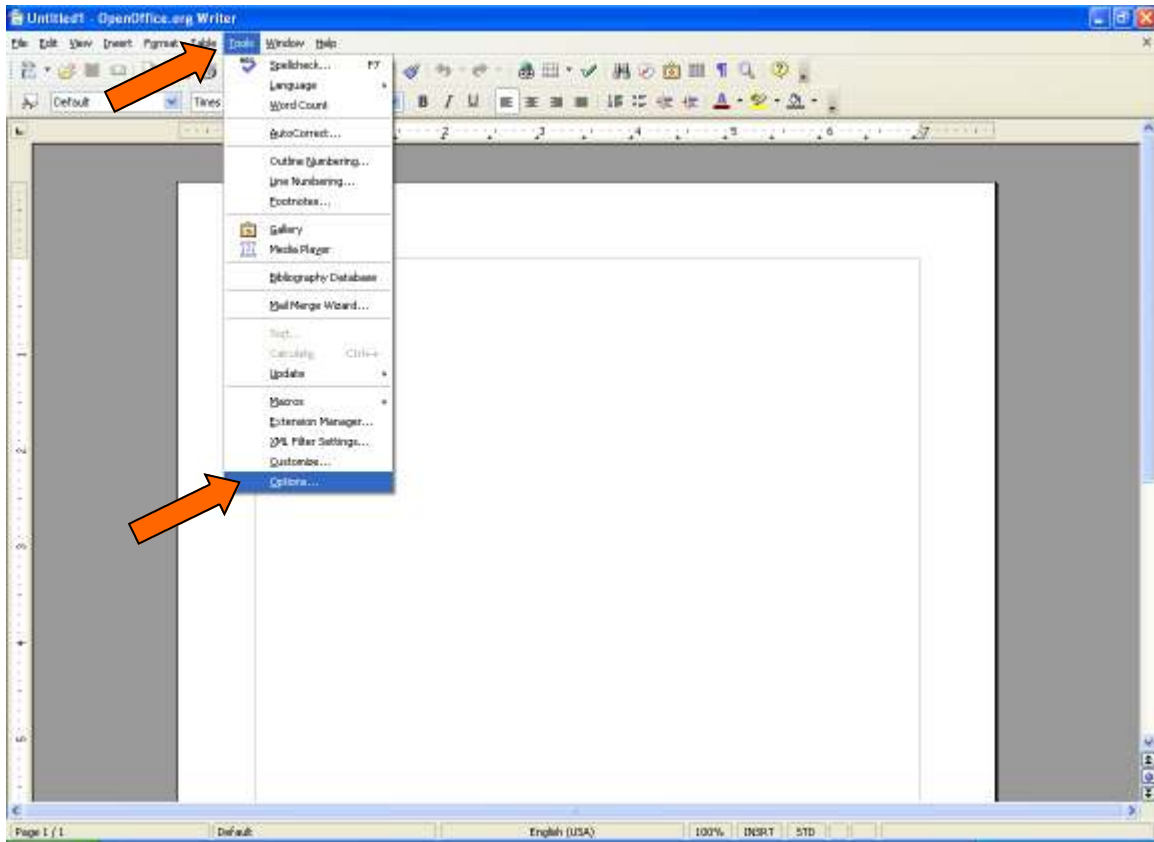


The screenshot shows the 'Welcome to OpenOffice.org 2.4' dialog box. On the left, a 'Steps' list includes: 1. Welcome, 2. License Agreement, 3. User name, 4. Online Update (highlighted), and 5. Registration. The main area is titled 'Online Update' and contains the text: 'OpenOffice.org searches automatically at regular intervals for new versions. In doing so online update does not transfer personal data. As soon as a new version is available, you will be notified.' Below this text is another line of text: 'You can configure this feature at Tools / Options... / OpenOffice.org / Online Update.' At the bottom, there is a checked checkbox labeled 'Check for updates automatically'. At the bottom of the dialog, there are four buttons: '<< Back', 'Next >>', 'Finish', and 'Cancel'. An orange arrow points from the 'Next >>' button in this screenshot to the 'Next >>' button in the screenshot above.

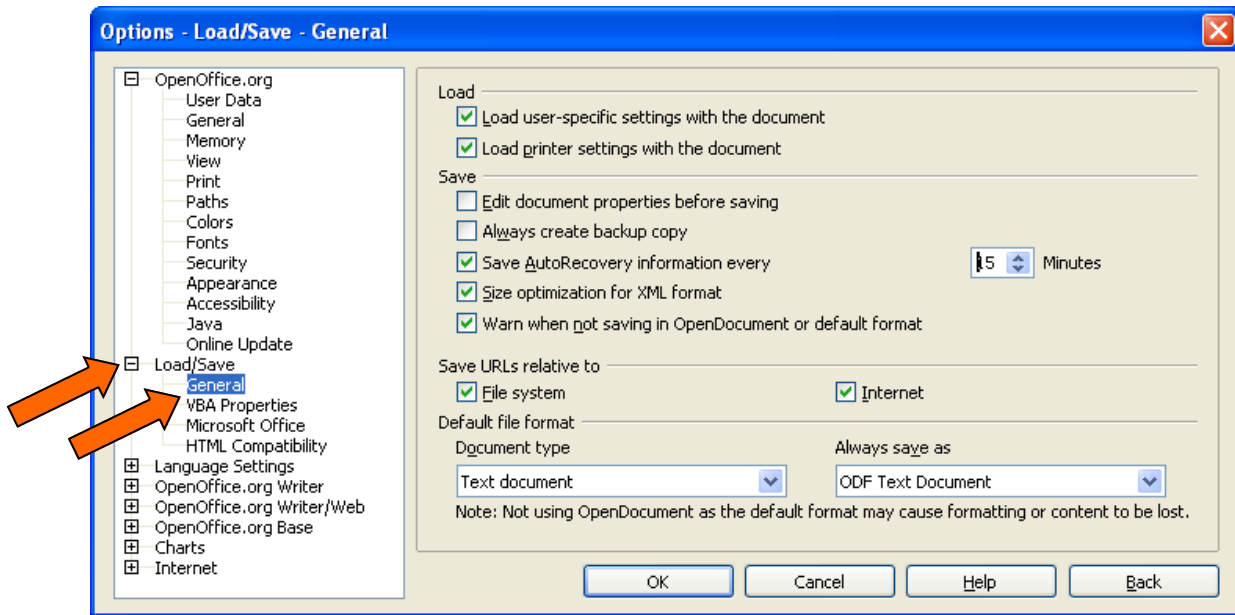
6. Click **"I do not want to register"**. Click **"Finish."**



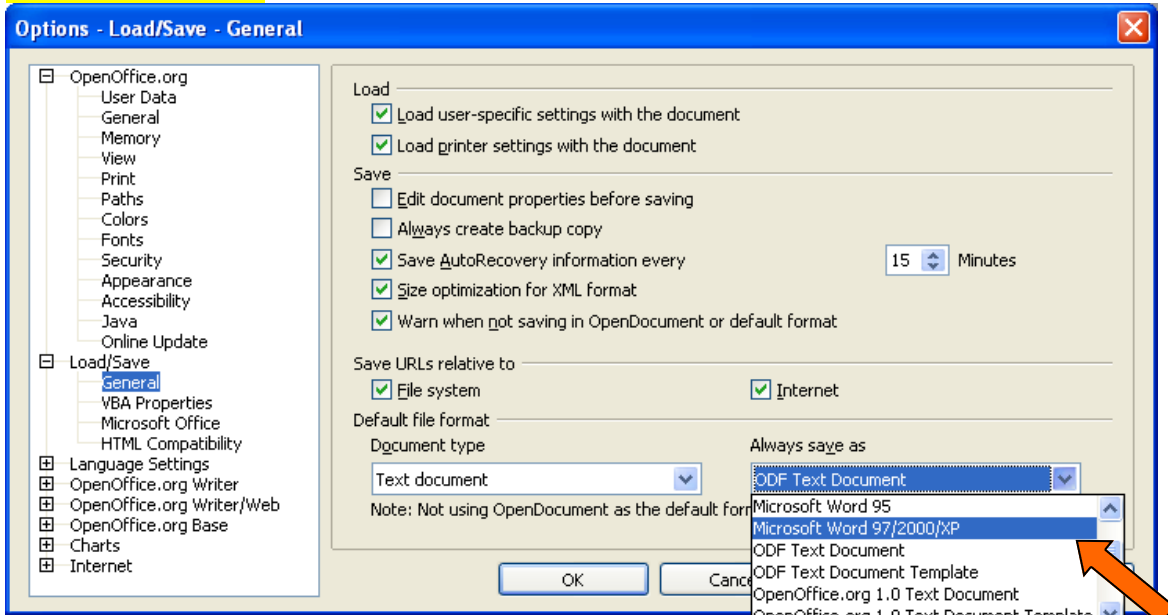
7. You are now to a blank document. Click on **Tools > Options**



8. Click on the **+** beside **Load/Save**. Click on **Generl.**

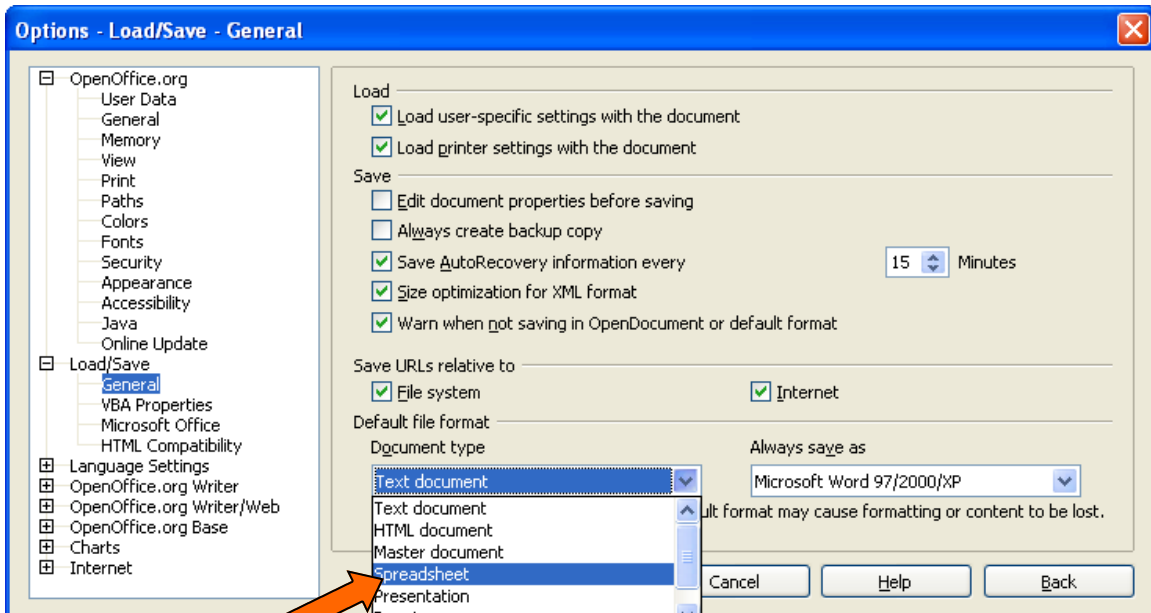


9. Click on the **down arrow** under **Always save as** and choose **Microsoft Word 97/2000/XP**.

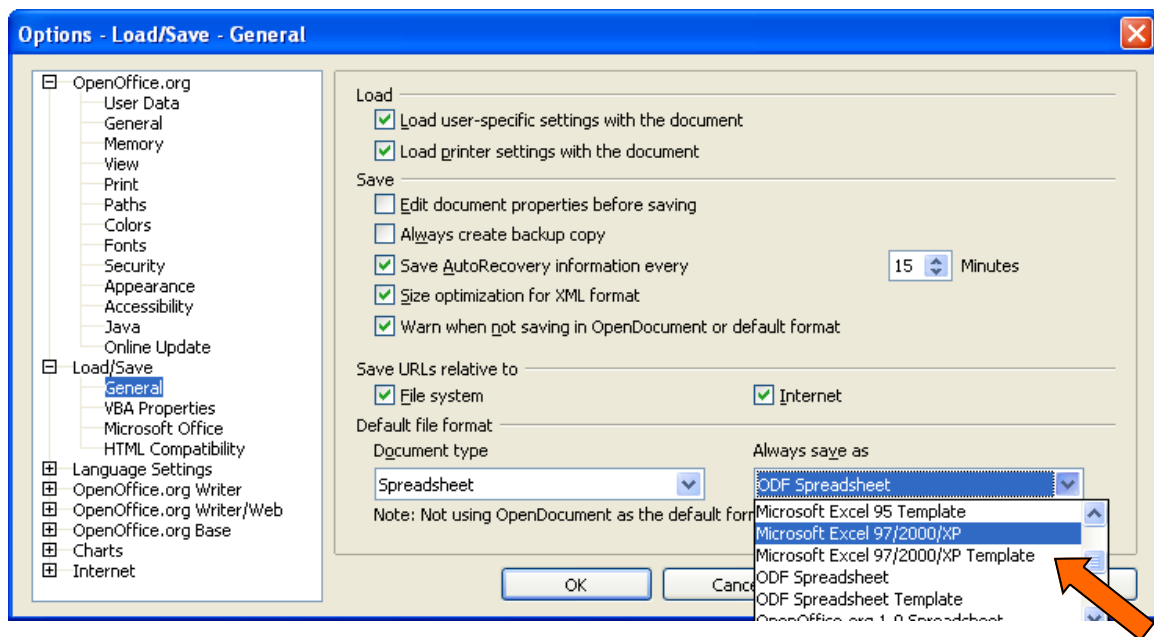


ONLY DO THE NEXT 4 STEPS (10-13) IF YOU WANT TO MAKE SURE YOUR SPREADSHEETS SAVE AS EXCEL AND YOUR PRESENTATIONS SAVE AS POWERPOINT.

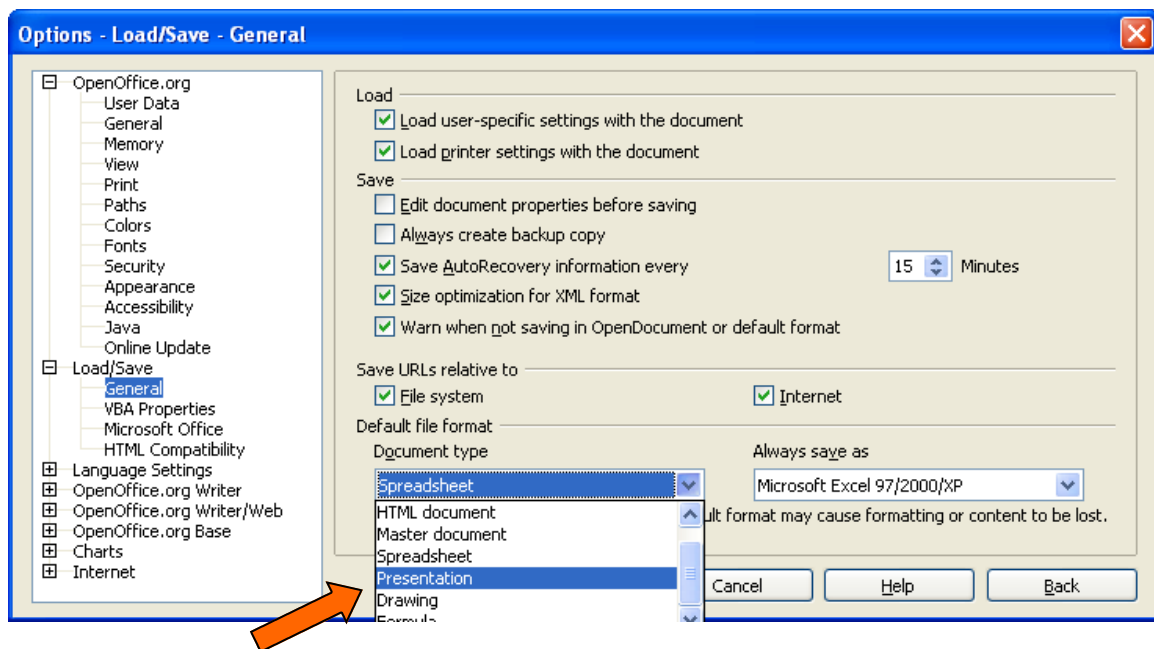
10. Click on the **down arrow** under **Document type** and choose **Spreadsheet**.



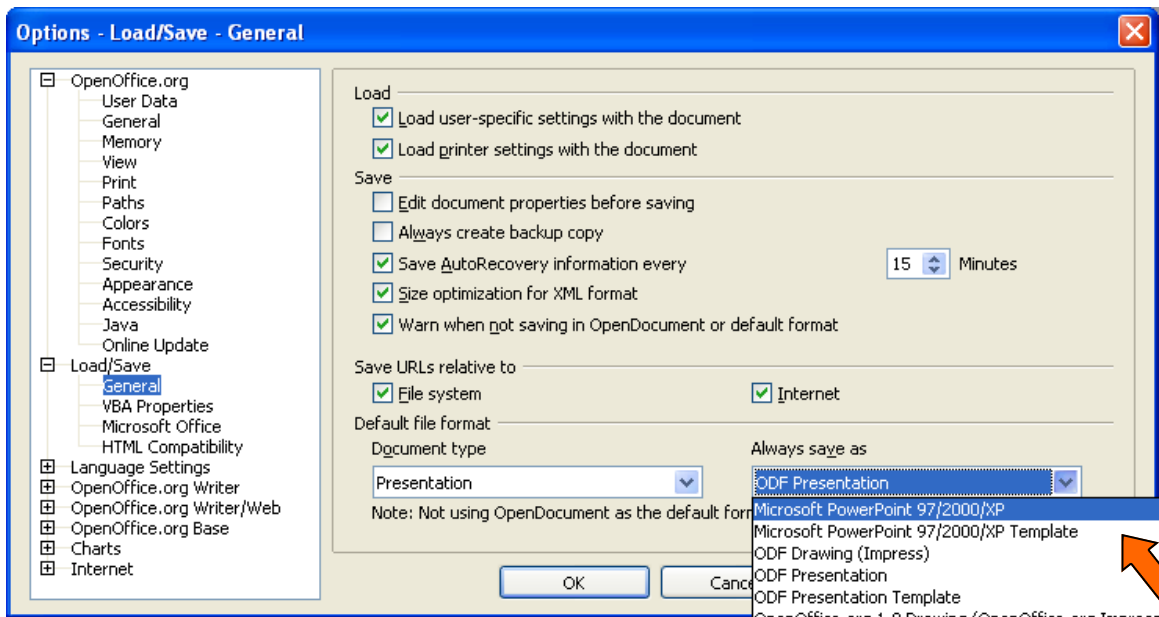
11. Click on the **down arrow** under **Always save as** and choose **Microsoft Excel 97/2000/XP**.



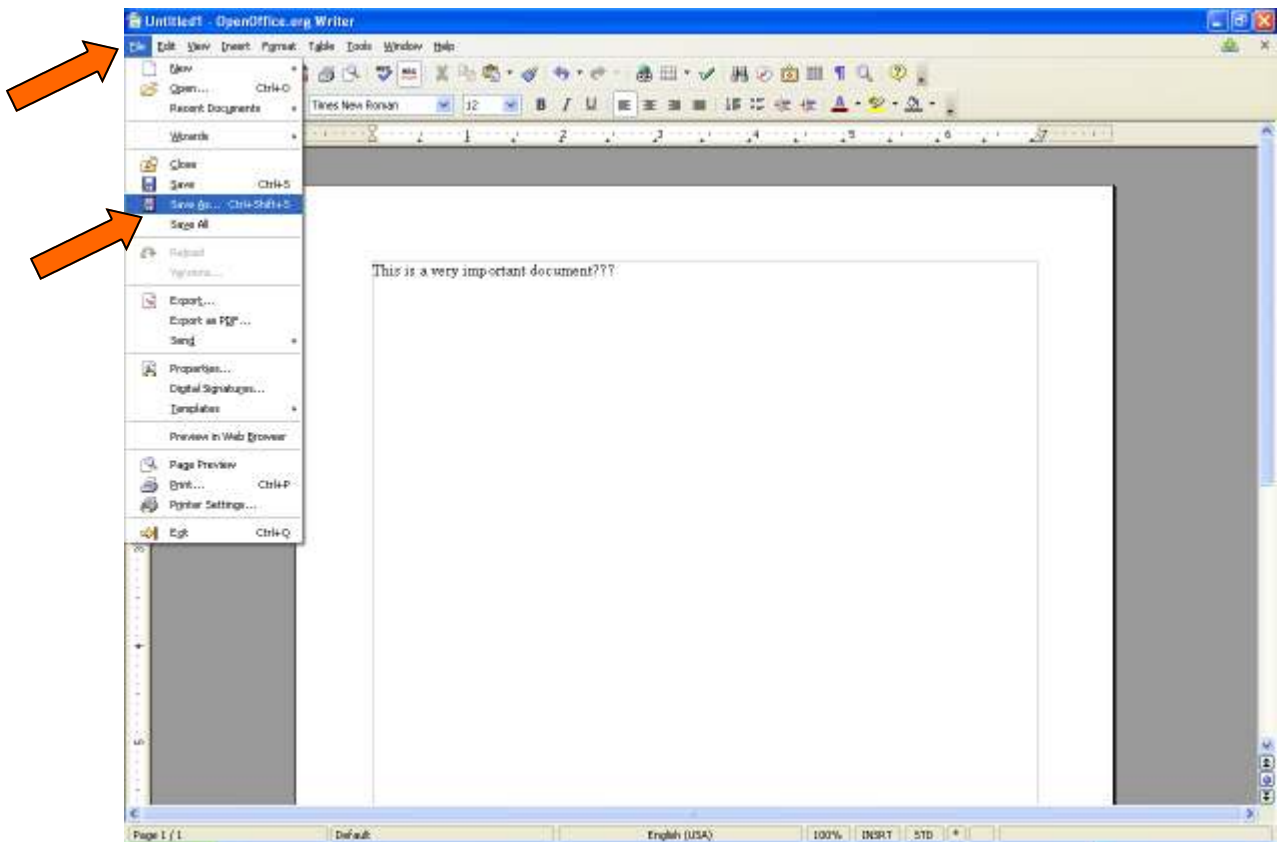
12. Click on the **down arrow** under **Document type** and choose **Presentation**.



13. Click on the **down arrow** under **Always save as** and choose **Microsoft PowerPoint 97/2000/XP**.



NOTE: This is what it looks like when you click on **File > Save As**



Your document will **AUTOMATICALLY** save as the **Microsoft Word Document**. You will not have to do this again.

