

How to Change LibreOffice File Formats

LibreOffice saves files as .odt, .ods, and .odp by default. These extensions are given to office files that have been created in the OpenOffice and StarOffice word processing applications. These applications use the the OASIS OpenDocument XML standard, which allows users to use documents across multiple operating systems and applications.

LibreOffice can read MS Office files (.docx, .xlsx, .pptx). If you want to always save your files in MS Office format for compatibility reasons, you can easily modify the LibreOffice preference files.

Instructions

1. Select **LibreOffice > Preferences** from the menu bar.
2. Select **Load/Save > General** from the dropdown menu.
3. Change Document type: **Text Document** to Always save as: **Word 2007-365 (*.docx)**.
4. Change Document type: **Spreadsheet** to Always save as: **Excel 2007-365 (*.xlsx)**.
5. Change Document type: **Presentation** to Always save as: **PowerPoint 2007-365 (*.pptx)**.
6. Click **OK**.

