**How to save LibreOffice documents in Microsoft Word and PDF formats:**

Notes from YouTube clip by Gabriel Gurley

By default, LibreOffice uses the Open Document Format (ODF). Some users may not be familiar with this format and not know how to open and edit this type of document. Therefore, LibreOffice makes it easy to save your documents in various formats including Microsoft Word, Excel, PowerPoint and PDF file formats.

We will review two ways to save your text documents in Microsoft Word formats:

1. Manually – for the particular document (onetime only)

2. To reset LibreOffice default text file format to Microsoft Word format.

Also, we will review how to export your text documents in a PDF file.

Manually Saving

How to save a LibreOffice text document in the Microsoft Word file format by manually selecting to save the document with the Microsoft file type when you select Save As. Just like any other text document when you get ready to save the file, go to File, and select Save As. A popup window appears and you type in the name of the file for the document in the Save As text box. Then, select the location where you want to save the file (see the list on the left). Then, at the bottom, select the file type from the drop down list. (Note the default is ODF and in the drop down list you have several versions of Microsoft Word file types.) Make your selection and LibreOffice will add the file extension to the document. Then, click Save at the bottom right. LibreOffice will ask, Are you sure you want to save the document in the Microsoft Word format? Select use Microsoft Word and the document will be saved. If you don’t have Microsoft Word and you saved the document in LibreOffice you will stile be able to open the document in LibreOffice and edit the document and save changes. If you send the document to another person, they will be able to open the document in Microsoft Word.

How to configure LibreOffice to select Microsoft Word as the default file format for saving your documents if you’re using the Windows version of LibreOffice.

To begin, select your document and click Tools in the Menu Toolbar and then select Options from the drop down list. A popup window appears, select Load and Save > General. Then, scroll down to the bottom to Defaults > document type > text document > Always Save As > ODF text document (that’s the current default) click the drop down arrow and select the type of Microsoft Word file format you wish to be the new default file format. Then, click OK.

Exporting into PDF Format

To begin, select your document and go to the File on the Menu Toolbar. Select > Export as PDF, from the drop down list. A popup window appears and you can select the range of pages or all of the pages. Then, you can select loss less compression or JPEG compression. There are several more options to select. When you’re done, click Export. Another popup window appears which gives you the option to change the name of the file in the Save As box. Also, notice the file type is now PDF. Click Save and now your document is saved as a PDF.