AVImark Settings for Open Office

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Open Office

General Settings for Open Office:

- ✓ Make sure that the File Locations are set to the local computer.
- ✓ Make sure AVImark is not utilizing mapped drives. This type of connection can produce issues with Open Office or Microsoft Word.
- ✓ If you are running more than one version of a word processing program, they can conflict with each other and cause errors.
- ✓ AVImark version 2010.4 and above requires Open Office 3.2
- ✓ Star Office has changed the name to Oracle Office. These versions do not currently work with AVImark.

How To Check File Locations

To check File Locations **in Open Office** do the following steps:

1. Click **Tools**.
2. Click **Options**.
3. Click **The Plus Sign** next to OpenOffice.org.
4. Select **Paths**.
5. Select **My Documents**.
6. Click **Edit** (Use the navigation controls to select the new location for your files.)
7. Click **OK** on each of the dialog boxes to close them.

How To Check Macro Settings

To check macro settings **in Open Office** do the following steps:

1. Click **Tools**.
2. Click **Options**.
3. Click **The Plus Sign** next to OpenOffice.org.
4. Click on **Security**.
5. Click **Macro Security**.
6. Select the appropriate level of macro security.
7. Click **OK** on each of the dialog boxes to close them.

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How To Check Document Protection

To check document protection **in Open Office** do the following steps:

1. Click **Tools**.
2. Click **Options**.
3. Click **The Plus Sign** next to OpenOffice.org.
4. Click on **Security**.
5. Click **Unprotect Type** in the password.
6. Click **OK** on each of the dialog boxes to close them.

How To Change Default File Type When Saving

Check Document Protection In Open Office

1. Click **Tools**.
2. Click **Options**.
3. Click **The Plus Sign** next to Load/Save.
4. Click on **General**.
5. Click the always save as drop down and **Chose Microsoft Word 97/2000/XP**.
6. Click **OK** on each of the dialog boxes to close them.

If you have any questions please contact Technical Support at (877) 838-9273.

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