## Opening CSV files with LibreOffice application on Windows

## Install LibreOffice

Install LibreOffice. Surf the web to <u>https://www.libreoffice.org/</u> and download the latest version for your Win 10 operating system. Run the application at least once to make sure everything is ok.

## Win 10 and Win 11

## Method 1: Opening up .csv files once without changing system application defaults:

It could be that if you have LibreOffice installed, good ol' Windows just want to force you to visit the Microsoft Office site and purchase Office 365 to open a .csv file. There is no need to do this. To open a file with a given app different than the one Windows finds for you:

- a) Find your .csv file using File Explorer.
- b) Right click on the file name
- c) Select "Open With"
- d) Select LibreOffice. It should be in your list if you have it installed on the computer, if not found then
- e) Select "Choose another app", and see if it is in that list if yes, select. If not then,
- f) Select "More Apps" and then scroll to bottom and select "Look for another app on this PC", then
- g) Use File Explorer and find where LibreOffice was installed, and select the .exe file for it.

Method 2: You want LibreOffice to be the default app for .csv files and other files:

- a) In the windows tool bar search field, type in "Default Apps"
- b) Scroll down and select "Choose default apps by file type"
- c) Win 10: Wait a little bit, then scroll down until you see ".csv" on the left side under the Name column. On the right side, click on that app name.
- d) Win 11: Wait a little bit, then scroll down until you see ".csv" above an application label box. Click on the app name that is already there, then change to another application.
- e) Select LibreOffice
- f) Repeat for the other file extension types that you want to open with LibreOffice
- g) Close the window