

Changing Appleworks Documents to Microsoft Word Documents

Method #1:

I have not used this method in the particular case of Appleworks/Word, but I believe it should work.

- ✓ Select one of your Appleworks documents (just select it by clicking once on it; it will be highlighted but not opened)
- ✓ Make sure you are in the Finder (it will say Finder in the top left of your screen)
- ✓ File (top menu bar)
- ✓ Get Info
- ✓ Use the dropdown menu under *Open with:* to select *Other*
- ✓ A window will open to allow you to select an application. Navigate to the folder named Microsoft Office 2004 and then select Microsoft Word
- ✓ Add
- ✓ Select the *Change All* button
- ✓ Continue

Method #2:

Ashlee Copper has written helpful instructions to open an Appleworks document from Microsoft Word. Visit

<http://tech.kqbsd.org/content/view/49/6/> to see her directions.