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Convert Works documents to Word format

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Tags convert; converter; file format; import; open document; save document

What are tags?

By using a file format converter in Microsoft Office Word 2007, you can open a document that was created in Microsoft Works. After you open the document, you can save it in the Office Word 2007 format.

Note The **File** menu has been replaced with the **Microsoft**

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Office Button

Save a Works document in Office Word 2007 format

1. Click the **Microsoft Office Button** , and then click **Open**.
2. In the **Files of type** list, click **Works 6.0 - 9.0**.

If this option is not listed, you must install the file format converter.

 How?

3. In the **Open** dialog box, locate the file that you want to open, and then select it.
 4. Click **Open**.
 5. Click the **Microsoft Office Button** , and then click **Save As**.
 6. In the **File name** box, type the file name that you want.
 7. In the **Save as type** list, click **Word document**, and then click **Save**.
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Technical Resources

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- » Office Resource Kit

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