
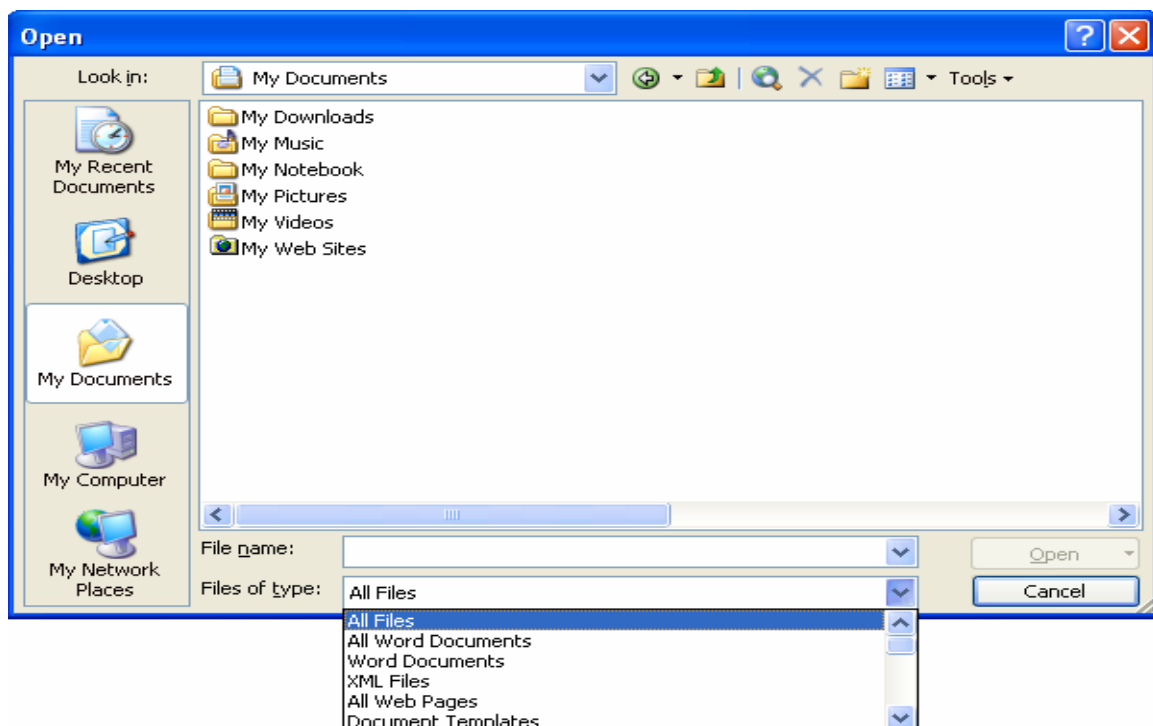
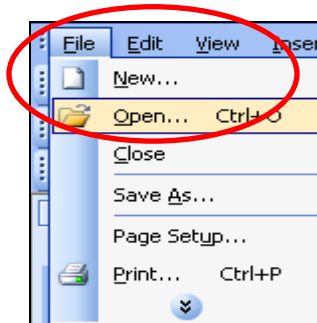


Opening a Corel WordPerfect or a Microsoft Works File in Microsoft Word

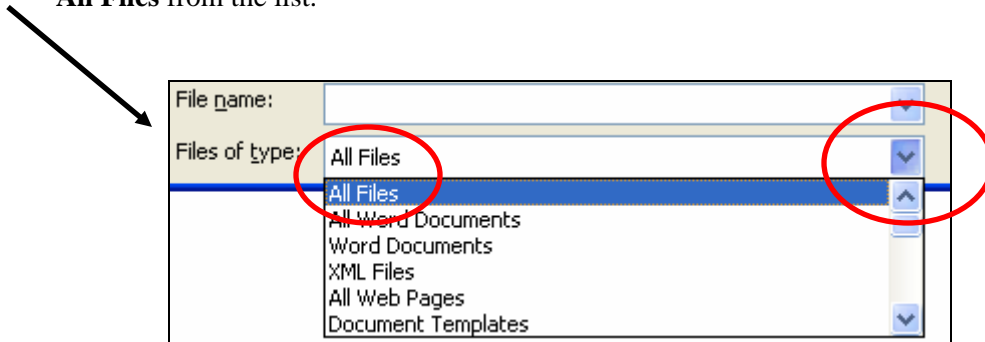
When a new computer is purchased, many times software is preinstalled on it. For example, Corel WordPerfect or Microsoft Works may be installed on the new machine. This is good news for the person purchasing the computer since they now have a word processing application with which to create word processing documents. However, it is a problem for faculty and staff who try to open the document in Microsoft Word. The files in WordPerfect and Works are not compatible with Word and therefore, the file can not be opened. Until now!

Corel WordPerfect and Microsoft Works files CAN be opened in Microsoft Word without conversion plug-ins. This **Low Threshold Activity – Software Quick Tip** will provide the directions to open those file types in Microsoft Word.

1. To have a Corel WordPerfect or Microsoft Works file open in Microsoft Word, you **MUST FIRST** open Microsoft Word. Do not try to open the WordPerfect file or the Works file first.
2. Once Word is opened, click on the **File** menu and choose **Open** or click on the **Open** icon  on the **Standard** toolbar. The **Open** dialog window opens.



3. After the **Open** dialog window opens, select the location of the file; for example, the **My Documents** folder.
4. Because WordPerfect files and Works files do not have the **.doc** extension in the file name, these files will not appear in the list. Only Word files will be listed. Therefore, in order to see the WordPerfect or Works file, click the down arrow to the right of the **Files of type:** dialog box at the bottom of the window. A drop down menu will open. Choose **All Files** from the list.



5. After choosing **All Files**, you should now see the WordPerfect or the Works file. Select the file and click the **Open** button at the bottom of the window. The file is now opened and ready to be read, edited or printed.

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<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!