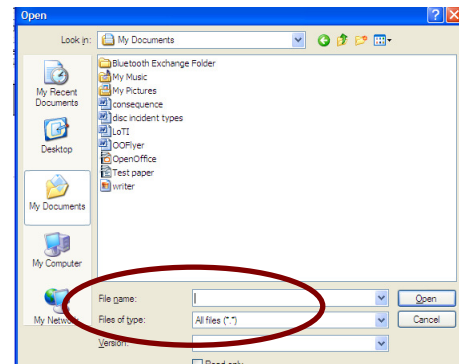


## Opening MS Word Documents in Open Office Writer

- **Start – All Programs - Open Office.org**
- **Choose Open Office Writer**
- **Click File – Open**
- **Make sure Files of Type says “All Files”**
- **You should then see all of your files**
- **Find and click on the file you need. Click Open.**



## Opening Open Office Writer Documents in MS Word

This requires some planning! If you are sending your documents to somebody who does not have Open Office, you should do this:

**First, you need to save the documents as "MS Word" formatted documents.**

- **In Open Office Writer, File – Save As**
- **Click on the arrow in the Save as Type box at bottom of window.**
- **Select MS Word 97/2000/XP**
- **Name your document and save it wherever you need it.**
- **SAVE**
- **It will pop-up with a warning, click Yes.**

**Second, your document can be opened as usual in MS Word.**

*(These directions apply for Open Office Calc and Open Office Impress as well)*