

Opening another brand of word processing files i.e. .wps or .wpd file

Every file has a three-letter extension that tells the computer what program is related so that it will open it automatically. Sometimes we need to open these other brands in Microsoft Word like (.wps - Microsoft Works file) or (.wpd - Word Perfect File). To open these “files of type” in Word, see the instructions below:

1. Open Word
2. Click on File in the menu bar at the top
3. Click on Open
4. Find the file you want to open (if you received it in email you need to save it somewhere first – right click it in the email and save to your H:/ Drive).
5. Click the file you want to open
6. Change the “files of type” to Works 4.0 if it did not change automatically when you clicked on the file you wanted to open or select the WordPerfect option. See the picture below

Before you edit the file you might want to do a “Save As” and change the type to Word so that the next time you want to open it you can just open it up the regular way in Word. Also, by doing this you avoid any formats that might transfer over the Word can’t handle.

