

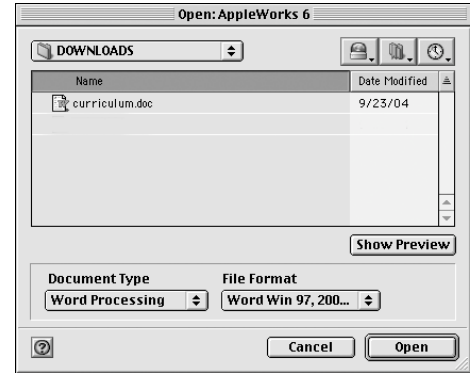
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Using AppleWorks Built-in Translators to Open and Save Word and Excel Files

Open a MS Word document in AppleWorks.

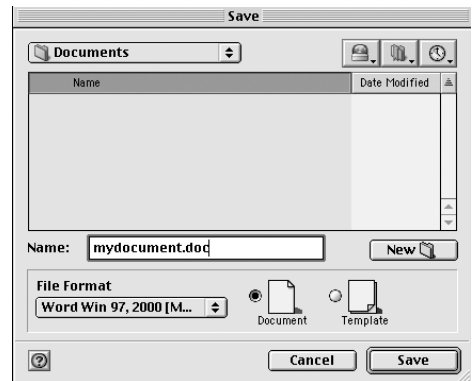
1. Launch AppleWorks.
2. Select "Open" from the File menu.
3. Browse to your "DOWNLOADS" folder.
4. Set "Document Type" (lower left) – to "Word Processing"
5. Set "File Format" (lower right) – to Word Win 97, 2000
6. Select the document you want to view and click Open.

Note: When opening a MS Word file in AppleWorks, the file name must contain .doc in order for AppleWorks to recognize it as a MS Word. Often times file names are shortened when downloaded from the Internet (including webmail). If this happens simply rename the file to include the .doc extension. Example: curriculum.doc



Save an AppleWorks word processing document as MS Word.

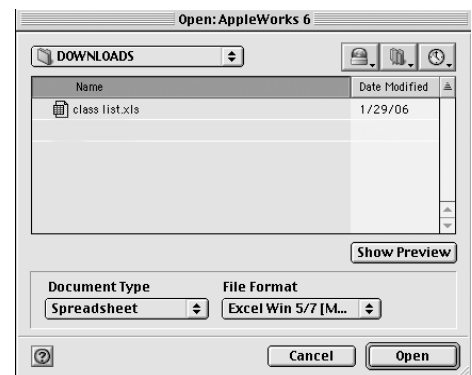
1. Launch AppleWorks.
2. Create your document
3. Select "Save As" from the File Menu.
4. Browse to the location where you will save the file.
5. Set "File Format" (lower left) – to Word Win 97, 2000
6. Click Save.



Open a MS Excel spreadsheet in AppleWorks.

1. Launch AppleWorks.
2. Select "Open" from the File menu
3. Browse to your "DOWNLOADS" folder.
4. Set "Document Type" (lower left) – to "Spreadsheet".
5. Set "File Format" (lower right) – to Excel Win 5/7
6. Select the document you want to view and click Open.

Note: When opening a MS Excel file, the file name must contain .xls in order for AppleWorks to recognize it as MS Excel. Often times file names are shortened when downloaded from the Internet (including webmail). If this happens simply rename the file to include the extension .xls. Example: class list.xls



Save an AppleWorks spreadsheet as MS Excel.

1. Launch AppleWorks.
2. Create your spreadsheet.
3. Select "Save As" from the File Menu.
4. Browse to the location where you will save your file.
5. Set "File Format" (lower left) – to Excel Win 5/7
6. Click Save.

