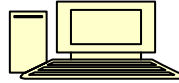


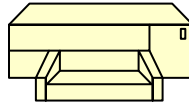
How To Convert a WordPerfect File into a Word Document

Because Word (.doc) and WordPerfect (.wpd) use different file formats, Word first must convert a WordPerfect document to a file format it can read before it can open the file. After the file is open, you should save the file in a Word file format (.doc), to ensure further editing and formatting is saved.

To convert a WordPerfect file to a Word file:



1. Start Microsoft Word.
2. Click Open on the File menu or click the Open button on the Standard toolbar.
3. When the Open dialog box opens, check the Files of type list to ensure it is set to All Files (*.*). If necessary, click the Files of type list arrow and then select All Files (*.*) in the list.
4. Use the Look in list or double-click to browse through folders to locate and select the WordPerfect file you want to convert.
5. Click the WordPerfect file name and then click the Open button. *Word will convert the document and open it in Word. (A conversion file may be downloaded and installed by Microsoft – this will be done automatically and could take some time – depending on the speed of your computer)*



6. Next, you should save the file in Word document format. To do so, click Save As on the File menu. *The Save dialog box will open.*
7. When the Save As dialog box opens, check the Save as type list to ensure it is set to Word Document (*.doc). If necessary, click the Save as type arrow and then Word Document (*.doc) in the list.
8. Word automatically will rename the file to use a .doc extension, not a .wpd extension. If you want to further rename the file, type the new name in the File name box.
9. Use the Save in list or double-click to browse through folders to locate and select the folder where you want to save the converted file.
10. Click the Save button.