

## Using Word Processing Files other than Microsoft Word at FLCC

When you create a file using MS Works, Word Perfect, or other software not used at FLCC, you may be unable to open your file on campus.

### To be able to open your file on campus :

1. Save the final version of your file **also** as a Rich Text Format file (\*.rtf).
2. Bring both files to FLCC by a method below:
  - Attach them to an e-mail to yourself in your FLCC student e-mail.
  - Save them on removable media - a USB drive, CD or formatted disk.

### From a computer in the FLCC computer labs, do the following:

1. Work from your U: drive by a method below:
  - Detach your e-mail files to your U: drive
  - Insert your removable media and copy the files to your U: drive.
2. Double-click the **Windows Applications** icon on the desktop and then double-click on the **Word** icon.
3. Click **File** in the menu bar and then click **Open**.
4. In the **Open** dialog box, if “All Files (\*.\*)” is not listed by **Files of type**, click on the arrow and choose this selection.
5. Locate your word processing file and double-click the file to open it. If Word *cannot* open it, then locate your .rtf file and double-click to open it.
6. Make any needed changes, saving the file as you work. (Click **File** and **Save** or the **Save** button in the Standard toolbar.)
7. Print your file if you need a hard copy.
8. Close your file when you are done. It will be on your U: drive.
9. **If you’ve changed the file and want to use it off campus**, do one of the following:
  - Copy the updated file from your U: drive to your removable media.
  - Logon to your student e-mail account and attach the updated file in an e-mail to yourself.