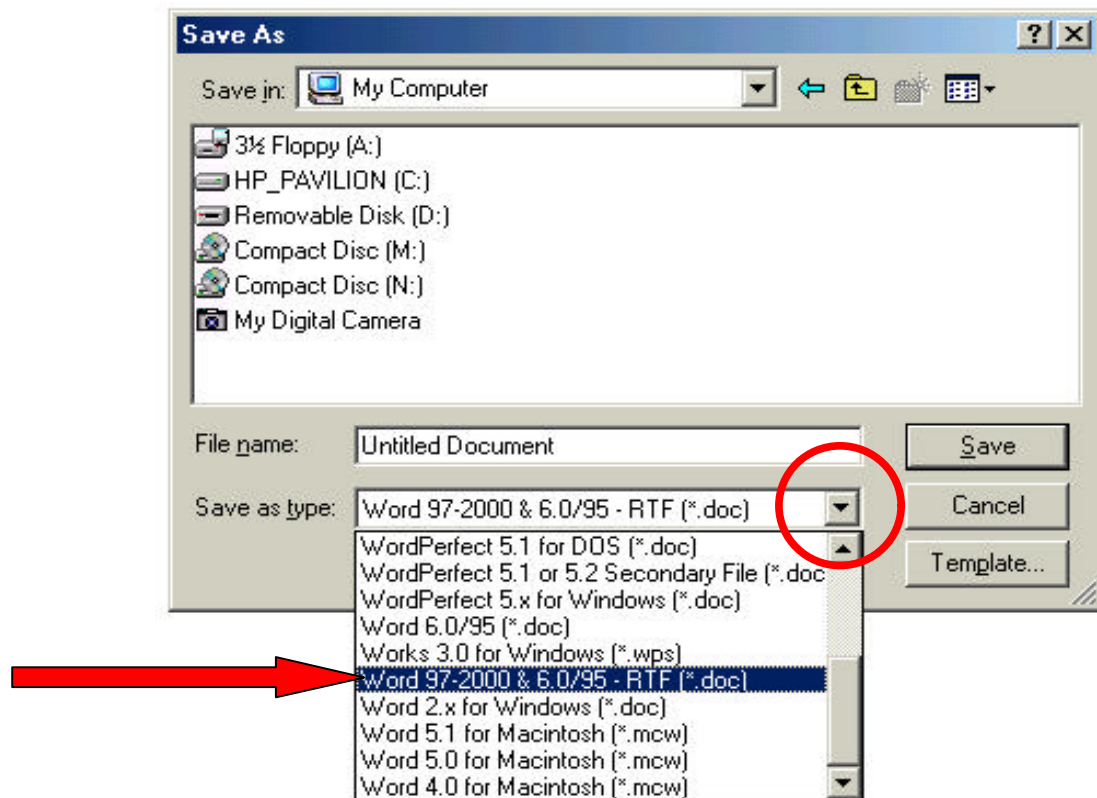


Save Microsoft Works to Bring to School

If you are using Microsoft Works at home and want to save it to a disk to bring to school, you must *change the file type* because the school computers *do not* have Microsoft Works. The school computers use Microsoft **Word** 2000.

1. On your home computer, using Microsoft Works:
 - a) Use a **good** (new) disk.
 - b) Choose SAVE AS and change the file type as shown in the **illustration A**.
 - c) Then save to your disk. It will work fine at school **if** you used a good quality (new) disk.
2. If there is a problem when you open your file:
 - a) Start Microsoft Word at school.
 - b) Go to FILE, choose OPEN, and find your file to open it using “**recover text from any file**” as shown in **illustration B**.
3. Another way to get it to school is to do **illustration A** first then send the file as an e-mail message to yourself with your work as an **attached file** and download it at school. This will not work if you have AOL or Hotmail. Yahoo mail *does* work at school. (for more on this, see goldstoneonline.com—“downloads”—“attach a file steps”)

Illustration A



OR

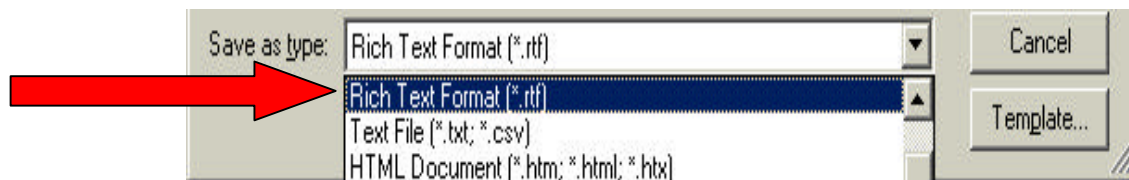


Illustration B

