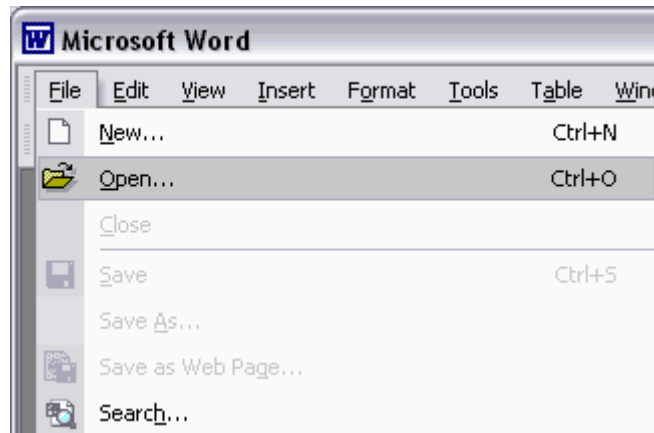
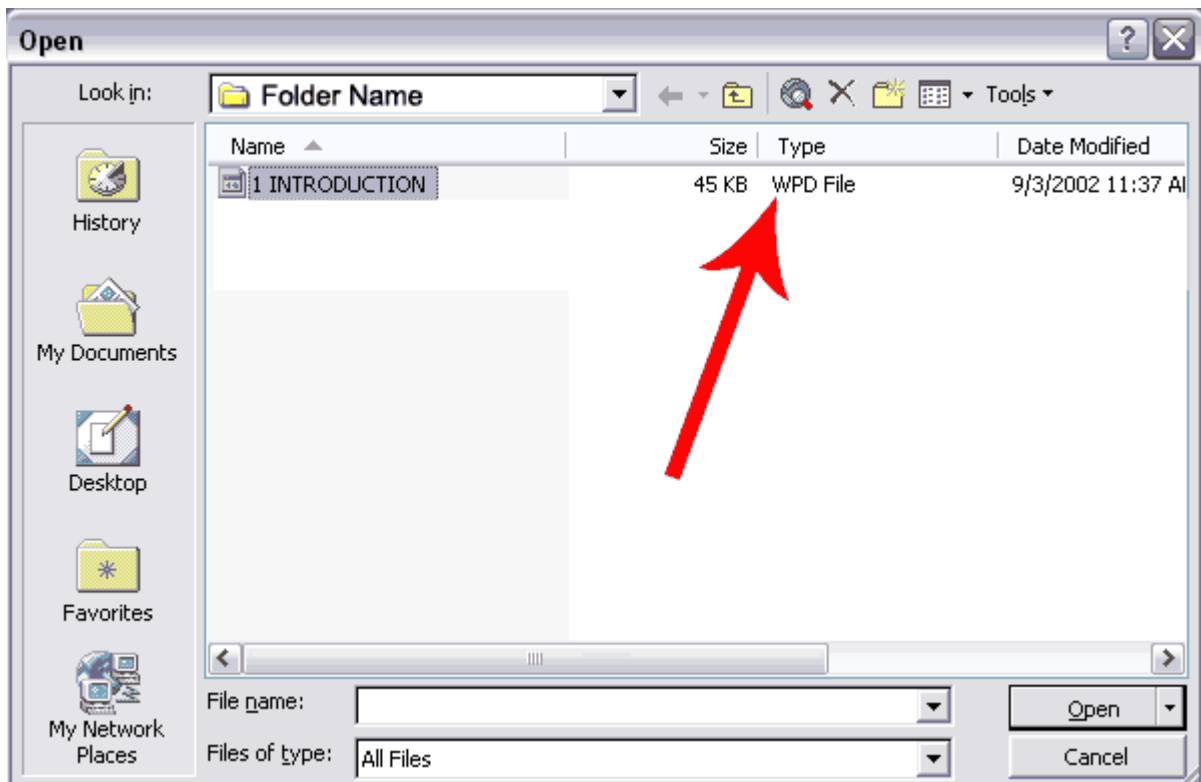

How do I convert my file from Corel Word Perfect to Microsoft Word?

- First, open Microsoft Word so that the application is running.
- From the MS Word File menu select Open.



- When you select Open from the File menu, the Open window will appear.



- Using the "Look in:" drop-down menu, navigate to the folder that contains your Word Perfect file.
- Ensure that All Files is selected in the "Files of type:" drop-down menu.
- Double-click on the Word Perfect file that you wish to convert.
- Microsoft Word will do the conversion from Word Perfect for you.
- After your file is converted, you may find it necessary to redo the files formatting (fonts, paragraph styles, etc.)

If your files are not converting correctly. . .

- Try opening both applications Word and Word Perfect.
- Open your Word Perfect file in Word Perfect.
- Select the entire file in Word Perfect.
- Copy the contents of the file.
- Switch to Microsoft Word.
- Paste the contents into MS Word.

If you have any problems or questions please feel free to contact Information Technology at ext. 5405 (419-289-5405 off campus) or email a technician at help@ashland.edu