

How To Open Microsoft Works Files in Microsoft Word

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Since Microsoft Works is a discontinued product, many computer users find that when they upgrade to a new computer, they have difficulty opening their old Works files in Microsoft Word. Double-clicking on a Works file (.wps) usually doesn't do the trick.

Here's an easy, free method of converting your old Works files to Microsoft Word.

- 1) Open Microsoft Word.
- 2) From the FILE menu, choose Open.
- 3) In the new window which appears, click on the drop-down menu which reads "All Word Documents..."
- 4) From the drop-down menu, choose WORKS 6-9 (*.wps).
- 5) Navigate to the folder which contains your Works file, click to highlight the .wps file you want to open, then click OPEN.
- 6) Word will convert the file. Make any changes or adjustments you want to make, then from the FILE menu, choose SAVE AS.
- 7) When the save window opens, make sure the "Save As Type" drop-down menu reads Word Document (.docx). If it doesn't, click to find Word Document (.docx) in the drop-down menu.
- 8) Click SAVE. If a window appears warning you about changes because of file formats, click YES.

You can now delete the old Microsoft Works (.wps) file.

