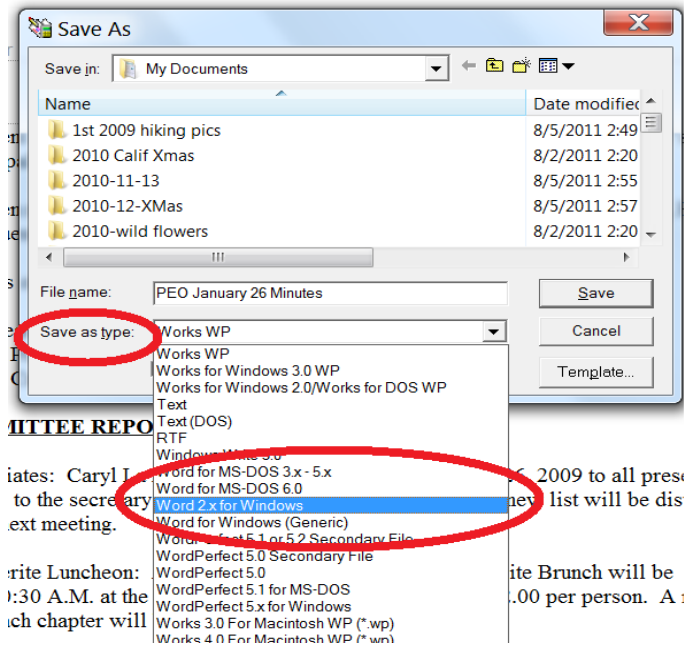


# How to convert Works Documents and Spreadsheets to Microsoft Office format

## Documents

1. Open the Works document in Works
2. Click File → Save As
3. Click in the Save As Type box and choose Word 2.x for Windows (see picture)
4. Click Save
5. Close Works
6. This will create a duplicate document of the same name. One will be the old Works document. The other will be the new Word document.
7. Delete the old Works document



## Spreadsheets

1. Open the Works spreadsheet in Works
2. Click File → Save As
3. Click in the Save as Type box and choose Excel SS option (see image)
4. Click Save
5. Close Works
6. This will create a duplicate document of the same name. One will be the old Works document. The other will be the new Excel format.
7. Delete the old Works document

