

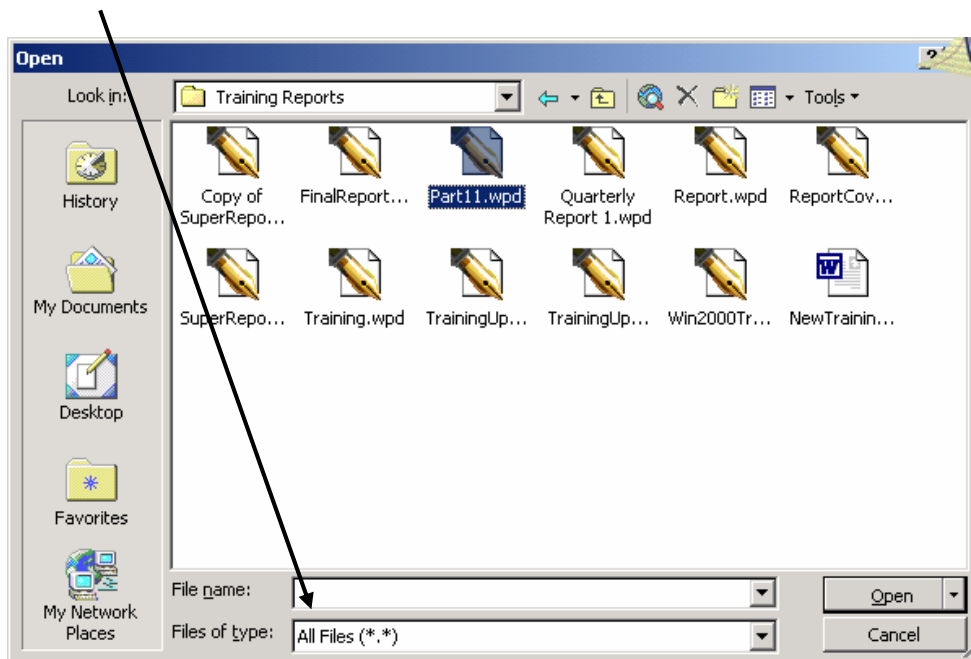
# Corel WordPerfect to Microsoft Word

## Converting Word Processing Documents

Basic WordPerfect documents convert flawlessly to Microsoft Word. However, complex documents, containing images, outlining, TextArt, formatted text, may need to be edited after conversion.

### Converting a Single Document

1. Launch Microsoft Word and then click **File/Open**. The **Open** dialog box will appear.
2. Navigate to where the desired WordPerfect is located. Make sure **Files of type:** is set to **All Files \*.\***.



3. Double-click the file and it will open in Word.
4. Make any necessary changes in the document.
5. Click **File/Save As**. Make sure **Files of type:** is set to **Microsoft Word Document (\*.doc)**.
6. Click the **Save** button to save the converted document to the desired location.

