Use Word to open or save a file in another file format

You can use Microsoft Word 2010 to open or save files in other formats. For example, you can open a Web page and then upgrade it to access the new and enhanced features in Word 2010.

Open a file in Word 2010

You can use Word 2010 to open files in any of several formats.

1. Click the **File** tab.
2. Click **Open**.
3. In the **Open** dialog box, click the list of file types next to the **File name** box.
4. Click the type of file that you want to open.
5. Locate the file, click the file, and then click **Open**.

Save a Word 2010 document in another file format

You can save Word 2010 documents to any of several file formats.

Note   You cannot use Word 2010 to save a document as a JPEG (.jpg) or GIF (.gif) file, but you can save a file as a PDF (.pdf) file.

1. Click the **File** tab.
2. Click **Save As**.
3. In the **Save As** dialog box, click the arrow next to the **Save as type** list, and then click the file type that you want.

For this type of file	Choose
.docx	Word Document
.docm	Word Macro-Enabled Document
.doc	Word 97-2003 Document
.dotx	Word Template
.dotm	Word Macro-Enabled Template
.dot	Word 97-2003 Template
.pdf	PDF
.xps	XPS Document

.mht (MHTML)	Single File Web Page
.htm (HTML)	Web Page
.htm (HTML, filtered)	Web Page, Filtered
.rtf	Rich Text Format
.txt	Plain Text
.xml (Word 2007)	Word XML Document
.xml (Word 2003)	Word 2003 XML Document
odt	OpenDocument Text
.wps	Works 6 - 9

4. In the **File name** box, type a name for the document.
5. Click **Save**.

Save documents in a previous file format by default

If you frequently save Microsoft Word 2010 documents as Word 2003-97 (.doc) files, you can change the settings so that Word saves documents in that file format by default.

1. Click the **File** tab.

2. Click **Options**.
3. Click **Save**.
4. Under **Save documents**, click **Word 97-2003 Document (*.doc)** in the **Save files in this format**.

Move from Microsoft Works to Microsoft Office 2010

If you previously used Microsoft Works and you recently purchased Microsoft Office 2010 or you have a new computer that came with Microsoft Office Starter 2010, you may be wondering how you can use your Works documents and spreadsheets in Office. First, copy the files to your new computer, and then open them in Office.

 Note   Microsoft Excel 2010 and Microsoft Excel Starter 2010 cannot open spreadsheets in the Works 4.x/2000 (*.wks) format. Before copying these Works spreadsheets to your new computer, save them in an Excel format (*.xls or *.xlsx). If your spreadsheet files are from

Works 6.0 or later, you don't need to save them as Excel files. Excel 2010 and Excel Starter 2010 can open files in the Works 6.0-9.0 (*.xlr) format.

Copy Works files to the new computer

1. Copy the Works files to a device you can move to the new computer.

The simplest method is to use a USB flash device. Plug the device into your computer's USB port, and then copy the Works files onto it.

2. Insert the device into your new computer, and copy the files into a folder, such as Documents.

Open Works files in Office 2010

Which version of Works were you using?

Works 6.0 or later

If your Works files were saved in Works 6.0 or later, you can open them directly in Office 2010 or Office Starter 2010.

1. In Word, Excel, Word Starter, or Excel Starter, click the **File** tab, and then click **Open**.
2. Go to the folder where the Works files are stored.
3. In the list of file types (next to the **File name** box), click **All Files (*.*)**.
4. Click the Works file that you want to open.
5. When you save the file, save it in the Office 2010 format (**Excel Workbook (.xlsx)** or **Word Document (.docx)**.

Earlier than Works 6.0

If your Works files were saved in a version of Works earlier than Works 6.0, do the following:

Spreadsheets   Save spreadsheets in an Excel file format (*.xls or *xlsx). In Works, click File, then Save As, and then in the Save File As Type list, click Excel 4.0/5.0 (XLS).

Documents   Download a file converter from the [Microsoft Works downloads page](http://www.microsoft.com/products/works/downloads.mspx). (http://www.microsoft.com/products/works/downloads.mspx)

The available converters are:

- **Word 2000 Batch Works file converter**   The Word 2000 Batch Works file converter, included in Works Suite 2000, helps you convert all of your Works document files into Word 2000 format.
- **The Works 2000 to Word converter**   The Works 2000 to Word Converter enables users of Word 2000, Word 97, or Works 4.x to open Works 2000 word-processing files. This converter has been tested with Works 4.0, Works 4.5, Works 2000, Word 97, and Word 2000 running on Windows 98 and Windows Me.

Note　Since the supported operating system for the Works 2000 to Word converter is Windows 98 or Windows Me, download the converter to your old computer and convert your Works files there, before copying them to your new computer.

After you have converted your Works files to an Office file format, you can open them in Office using the procedure above.