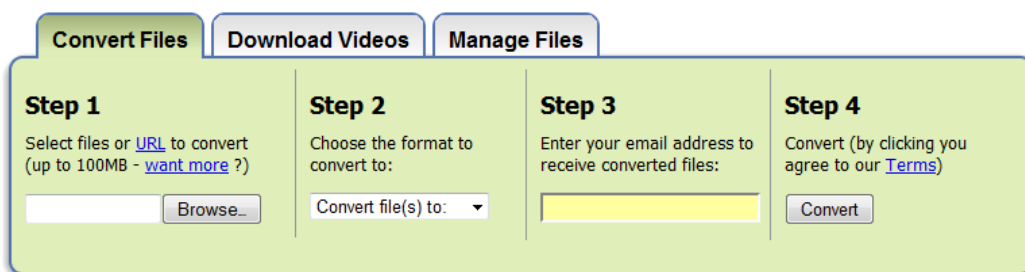


How to Convert Microsoft Office 2007 Files

1. First of all you need to have the Office file saved to your **H:\ drive** or a memory key.
2. Next open up a web browser and navigate to www.zamzar.com .



The screenshot shows the 'Convert Files' tab of the Zamzar website. It is divided into four steps:

- Step 1:** 'Select files or [URL](#) to convert (up to 100MB - [want more ?](#))'. It includes a text input field and a 'Browse...' button.
- Step 2:** 'Choose the format to convert to:'. It features a dropdown menu labeled 'Convert file(s) to:'.
- Step 3:** 'Enter your email address to receive converted files:'. It has a yellow text input field.
- Step 4:** 'Convert (by clicking you agree to our [Terms](#))'. It contains a 'Convert' button.

3. Once the page has loaded click the **Browse** button in **Step 1** of the **Convert Files** tab.
4. Browse to the **Microsoft Office 2007** file that you need to convert.
 - If it's a **Word** file it will have the **.docx** extension, if it's a **PowerPoint** file it will have the **.pptx** extension
5. In **Step 2** of the web page, select the type of file you wish to convert to:
 - a) **.doc** files for older versions of Word (on PF computers in room 130)
 - b) **.ppt** files for older versions of PowerPoint (on PF computers in room 130)
 - c) **.wpd** files for Word Perfect (on most other computers around the school)
 - d) **.rtf** files for Rich Text Format (opens in most word processors)
 - e) **.pdf** files if you need anyone to be able to open (but not edit)
6. In **Step 3** enter the email address where you want your converted file sent to.
7. In **Step 4** click the convert button to upload your file and begin the conversion process.
8. Next **check your email** for instructions on how to download your converted file
 - you may need to wait up to half an hour for your file to be converted
9. **Open** up the email and follow the instructions on how to **download your converted file**.