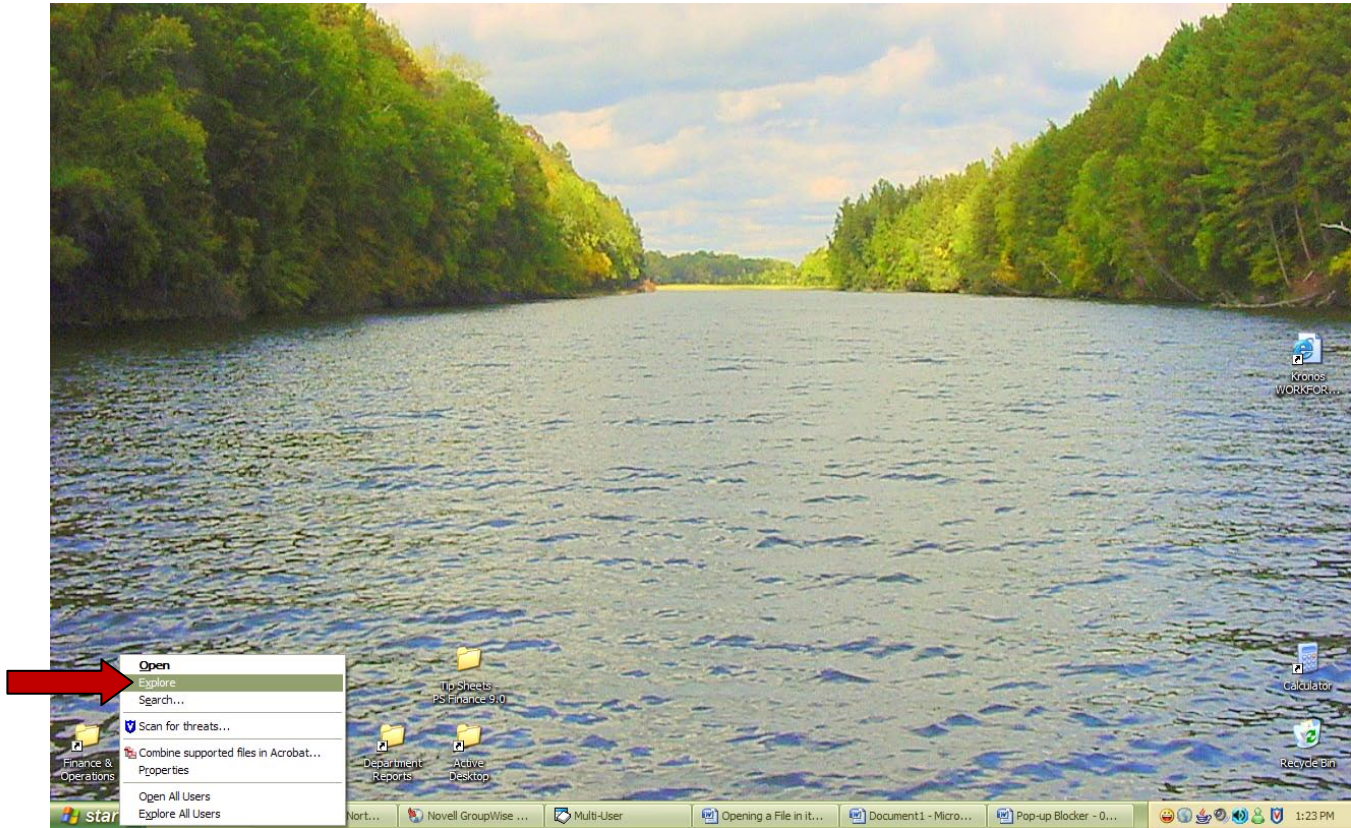


Opening A File In Its Associated Program

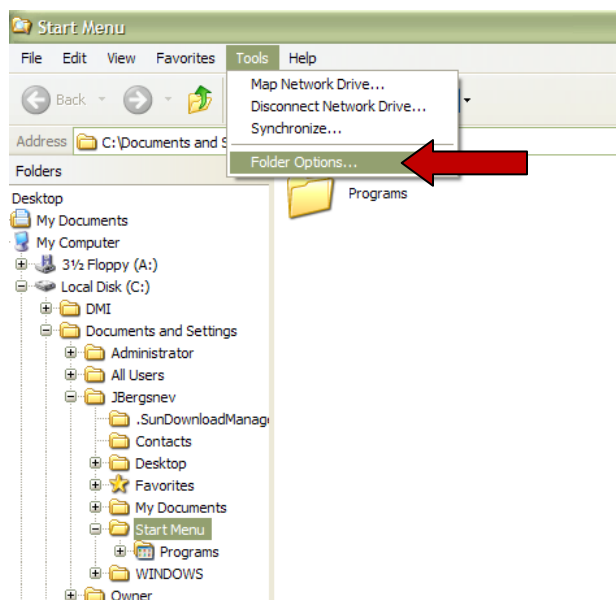
How do I open a document from the web in Microsoft Word (or other program) rather than in my browser window? I want to open a document in its associated program with full functionality.

From your Desktop, place your cursor over the *Start* button.



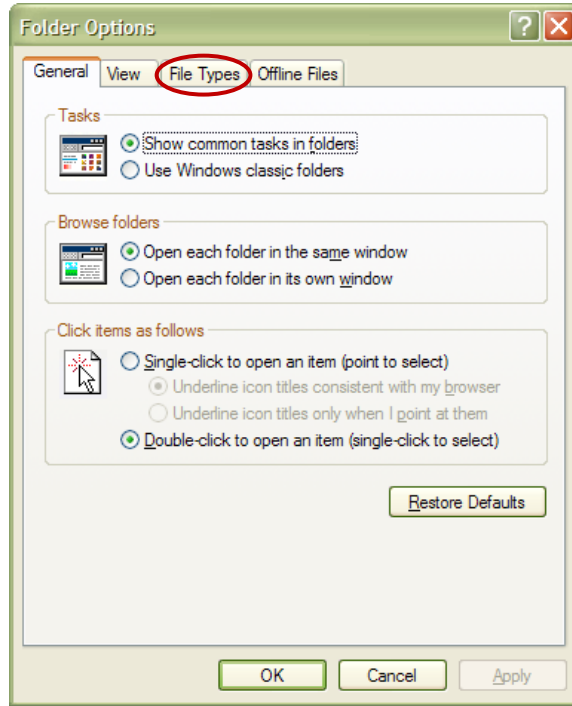
Right click on your mouse and select *Explore*.

The Explorer window should appear. Select *Tools* then *Folder Options*.

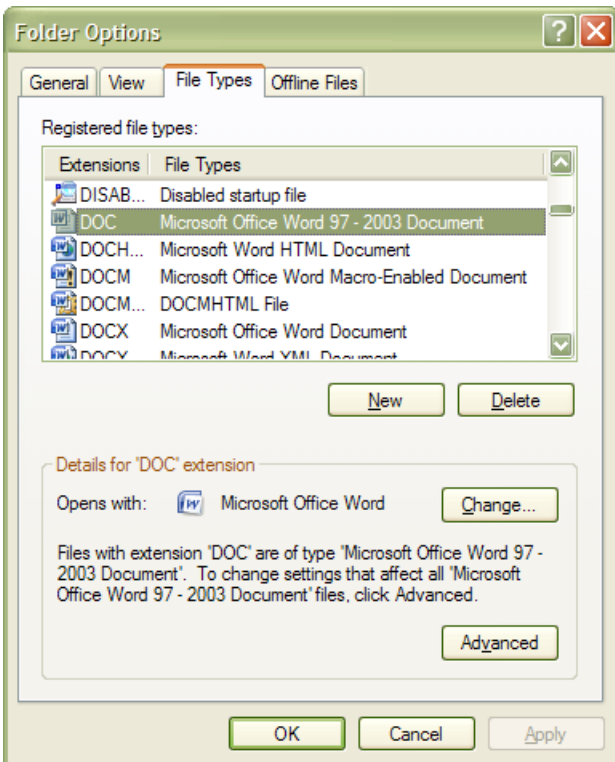


Opening A File In Its Associated Program

The Folder Options window appears. Select the *File Types* tab.



Scroll down and click on (highlight) *DOC Microsoft Office Word 97-2003 Document*. Make sure you select the correct file extension.



Common File Extensions

Microsoft Office 97-2003 Users:

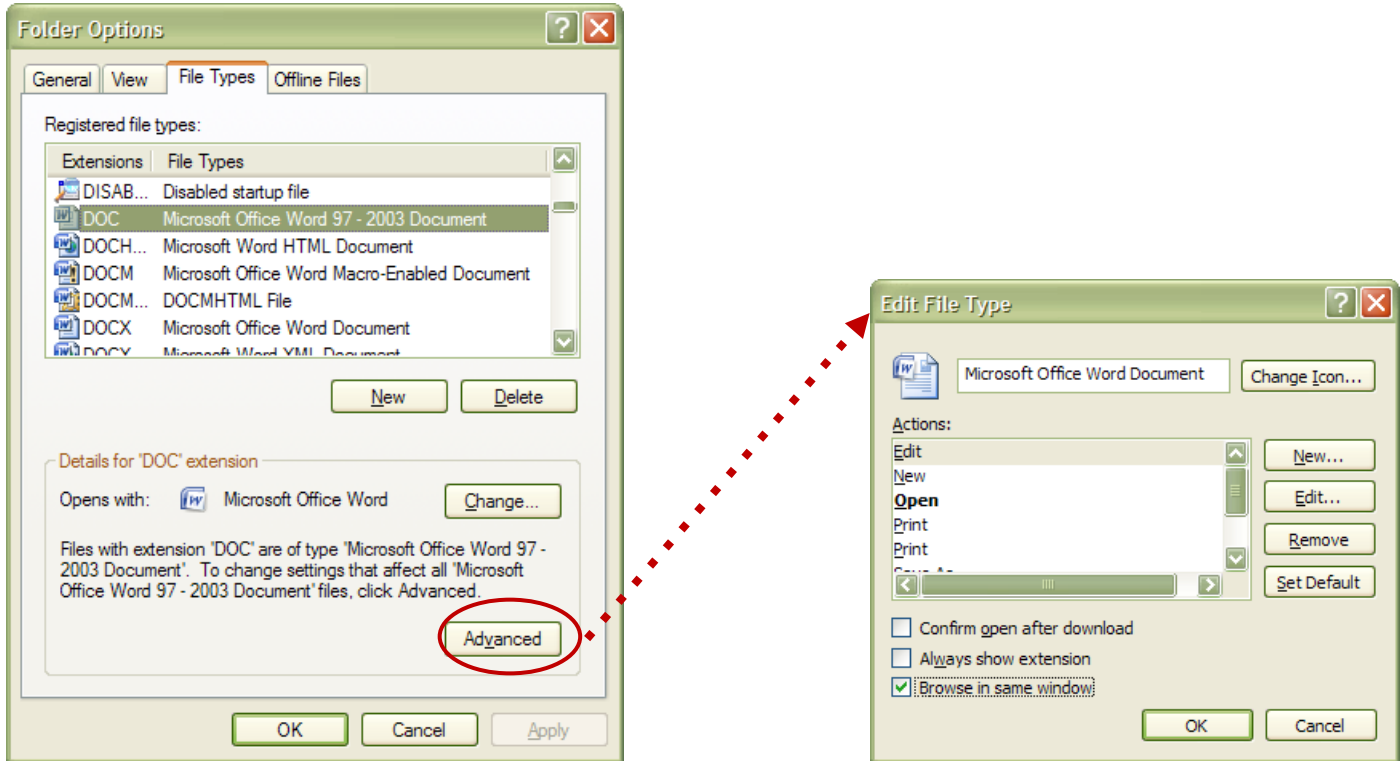
Microsoft Word	DOC
Microsoft Excel	XLS
Microsoft Powerpoint	PPT

Microsoft Office 2007 Users:

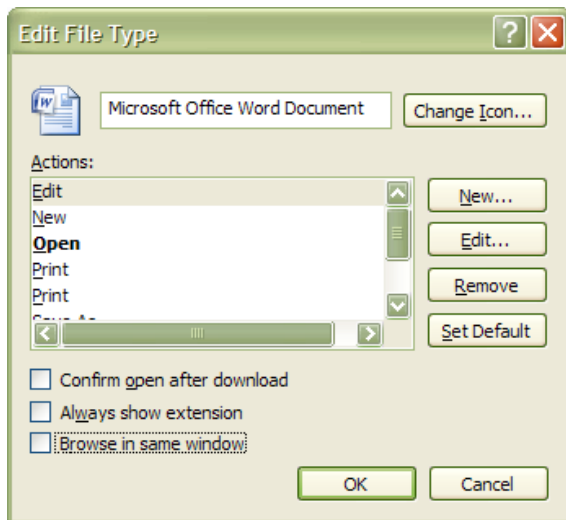
Microsoft Word	DOCX
Microsoft Excel	XLSX
Microsoft PowerPoint	PPTX

Opening A File In Its Associated Program

Once you've highlighted *DOC Microsoft Office Word 97-2003 Document*, click on the *Advanced* button. The Edit File Type window appears:



Uncheck *Browse in same window* by clicking on the box next to it. This is how your window should appear before clicking *OK*:



Click *OK* to return to the Folder Options window. Repeat this process for each file type you wish to open in its associated program.