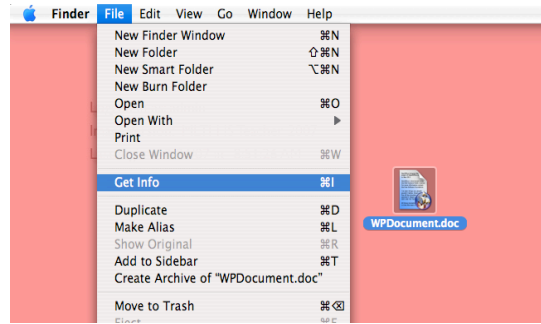


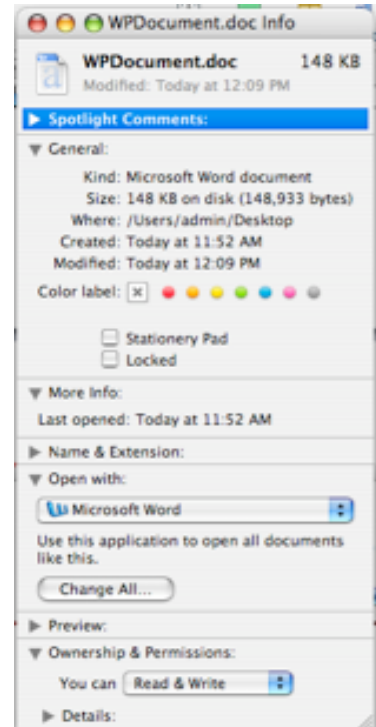
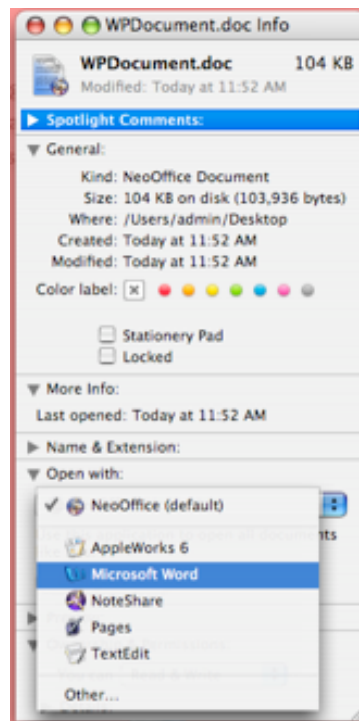
Changing the Default Program for Opening Files

Some files can be opened by more than one program. A .doc file, for example, can be opened by any number of word processing programs, such as NeoOffice. But what if instead of NeoOffice, you prefer to use Microsoft Word? You'd want to have a way to open all your .doc files in Word by default instead of NeoOffice. There's an easy way to make this happen. Here's how:

- 1) Highlight a .doc word processing file, then, in the 'File' menu, scroll to 'Get Info'.

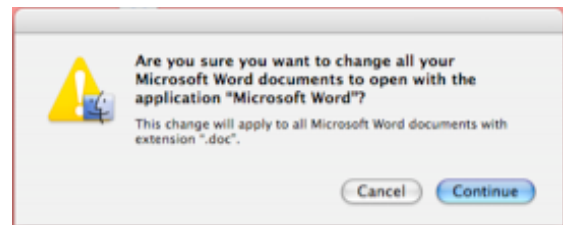


- 2) In the document info window that appears, expand the 'Open With' section by clicking the small triangle next to it so it's pointing down. In the pull down menu, select 'Microsoft Word'. You will see the icon at the top of the menu change.



- 3) Once this change is made, click the 'Change All' button in the 'Open With' section to ensure that all .doc files will be opened with Word.

- 4) When prompted, click 'Continue' to change all of your .doc files to open with Word.



Now, whenever you see a .doc file on your computer, you'll see that it has a Microsoft Word icon, letting you know it will open in that program.

