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just double-clicking on them. In Word 7 or Vista, click Start and then select the Control Panel. Select the default option, then select link the file type or protocol to the program and follow the hints on the screen. In Windows XP, click the right button on the .wps file and select Open With, then Select the program. Select Word and then check the field on Always use the program you choose to open this type of file. Use Microsoft's free Word Viewer to view .wps files from Works 6 and 7. However, the viewer does not convert the file into any other format. If some formatting changes are acceptable, consider copying the contents of the .wps file from Word Viewer and inserting it into Word. Use the Restore text from any file option in Word if the formatting of the .wps file is not decisive. The option of restoring text from any file is as if it were a file format type in the Open dialog field. 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