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Unprotect word document 2016

From Anni Martin There are several ways to convert a hypertext markup language html file to Microsoft Word. Because HTML and Word Web pages are based on different formatting codes, wait for some editing after conversion. For some Web pages, you can use Internet Explorer (IE) to convert an HTML page to Word. Use Internet Explorer to open a Web page that you want to convert. Click the File menu and choose Edit with Microsoft Word. Word opens automatically, and the Web page appears in Word to edit it. Another option is to use either IE or Firefox, and save the text of a website. Click the File menu in any program and choose Save As or Save Page As. In the dialog box, click Save as Type and select Text Only. You can open the plain text document in Word, but you'll need to copy and paste the graphics into your document. HTML pages can also be converted to Word using a free online conversion utility, such as CoolUtils's free online html converter, or you can download and install free software converters such as Software995 OmniFormat. Enter the URL, and the Utility converts the page to a Word document. You can also convert HTML pages in Word by downloading and installing shareware software, such as GPJSOft's Windows HTML to Word 2010 or HTML Allinmagetool Software to Word Doc RTF Converter. Once installed, you can convert Web pages to either Word document files or Rich Text Format (RTF) documents for use in Microsoft Word. From Tiesha Whatley Open Office is an open source suite of productivity software. Open Office Writer is the word processing application in the suite that is similar to Microsoft Word. Even if the programs are similar, they use two different file types that are not easily recognized by the different programs. Sun Microsystems (the manufacturers of Open Office) has released an ODF plugin that allows you to work with open office writer documents in Microsoft Word. Download the Sun ODF plug-in for Microsoft Office from the Sun website (see Resources for the connection). Install the plug-in. Navigate to the location where you saved the plug-in during the download process. Double-click the file and follow the instructions in the installation wizard. Open the Open Office Document document (*.odt) in Microsoft Word. Click the File and Open (if you are using Microsoft Word 97 through 2003 version) or Office Button then Open in Word 2007. The Open dialog box appears. Navigate to the location of .odt file. Click the file and click Open. The Open Office document will open in Microsoft Word. By Foye Robinson Microsoft Word is used to create documents for projects related to work, school and home. As Word documents grow, it's sometimes hard to stay organized and find files you saved weeks, months, or years ago. Taking time to organize your documents, you, can save you time. You can place files that you use for a specific task or project in the same folder and divide the folder into smaller categories to manage your task more easily. Once you have a system in place, you can quickly save and find relevant documents in their respective folders. Go to Microsoft Word. Check to see where your files are stored by going to Tools and Options, and click the File Locations tab. In the File Types list, you'll find the location of word files. Documents will display where Word documents are stored. Double-click the file location for the documents, or select it and click Modify if you want to change where your documents are stored. Then go to the folder location you want, and click OK. Minimize Microsoft Word and go to my documents. To open My Documents, click Start, and then click My Documents. Navigate to the folder location where the Word documents are located. You can browse through the My Documents folder by clicking the Address Bar link and finding the correct drive for Word documents. Create a folder in the My Documents folder by going to File, Create, and Folder. Then type the folder name that you want. Move files to the folder by selecting them with your mouse and dragging them to the folder you just created. To select the files separately, hold down Ctrl and select each file. To select multiple files side by side, hold down Shift and select the first and last files. These files need to be highlighted. Add additional folders to the new folder by double-clicking the folder. Then repeat step 5 to create a folder. Delete the Word documents you no longer need by selecting the files you want to delete and pressing Delete. Repeat the process to delete additional documents from the folder. Rename files or folders by right-clicking over the file name and selecting Rename. Be careful not to change the file extension when you change its name. Then type the name you want to use, and press Enter. File sharing increases the risk of some kinds of document metadata (items embedded in a file, often unknowingly) leaking to the Internet, such as who worked on a document or who commented on a document. Word has a built-in tool to help you find and remove personal information and more Data. The information in this article applies to Word for Microsoft 365, Word 2019, Word 2016, and Word for Mac. Microsoft Word includes a tool called Document Inspector and removes personal information from your document before you share it with others. When you print a document and want to avoid printing comments, go to File > Print, choose Print all pages, and clear the Print Markup check box. Open the Word document from which you want to remove any personal information. Wait until the document is complete before you remove personal information, especially when you work with other users, because names associated with comments and document versions change to Author, making it difficult to determine who made changes to the document. Select the File tab and click Info. In the Document Checker section, click Check for Topics. In the drop-down menu that opens, click Check Document. The Document Inspector window will open. Document Inspector runs only on a saved file. Prompts you to save your work in progress if you have not manually saved a modified file. Select the Document Properties and Personal Information check box, as well as any other items that you want the tool to control. Scroll down to see all available options. If in doubt, select all check boxes. Select Check. Please wait while Document Inspector checks the document. In the Document Properties and Personal Information section, click Remove All to remove the document and author properties associated with this file. Select Remove All next to other results if you want to remove other information that Document Inspector finds. Some changes cannot be undone, so make sure you want to remove them before continuing. When you save the document next time, this information is removed. Don't worry about Microsoft having access to personal information in your computer documents. If you weren't going to send a document to Microsoft, they don't have access to information from your documents. Thank you for letting us know! Tell us why! Add tags or keywords to Microsoft Word documents to make it easier to find documents. By default, when you save a Word document, there are no saved tags with it, but you can add yours before or after you create the document. The instructions in this article apply to Word 365, Word 2019, Word 2016, Word 2013, and Word 2010. Tags are useful when you have multiple related documents in a single folder or flash drive, for example, and each document has a non-descriptive or almost identical file name, such as project.docx, other project.docx and other projects.docx. To quickly find relevant files in a folder, categorize each file by applying a label. Then search the folder for a specific label to find documents with that tag. Here's how to tag a Microsoft Word document: Navigate to the file > save as. Select Browse. In Word 2010, skip this step. Choose where to save the document and enter a name for the file. In Tag text, type the keywords you want. Word automatically places a question mark period at the end so that you can add multiple tags. Word can suggest labels as you type. Choose an automatic pronunciation if someone suits your needs, and use your custom tags. Save the document. You can tag a Word document even if you haven't installed the app. Here's how: Open Windows Explorer and find your Word document. Right-click the file and click Properties. Go to the Details tab. In the 1st, the text box, enter the keywords. Click OK to save the labels and close the dialog box. After you add labels, edit or remove labels using the method described above. You can also choose to remove all labels from a Word file by following these steps: Locate the document in Windows Explorer. Right-click the file, and then click Properties. Go to the Details tab. Select Remove properties and personal information. Select Remove the following properties from this file. Select the Tags check box. Click OK to save the changes and close the dialog box. Thank you for letting us know! Tell us why! Why!

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