

Instructions for Downloading Office 2007 Files from Internet Explorer  
(process will work similarly in other browsers I've tried).

1) Right click on the link to call up the menu.



2) Select "Save Target As"

# BetsyMcCall.info

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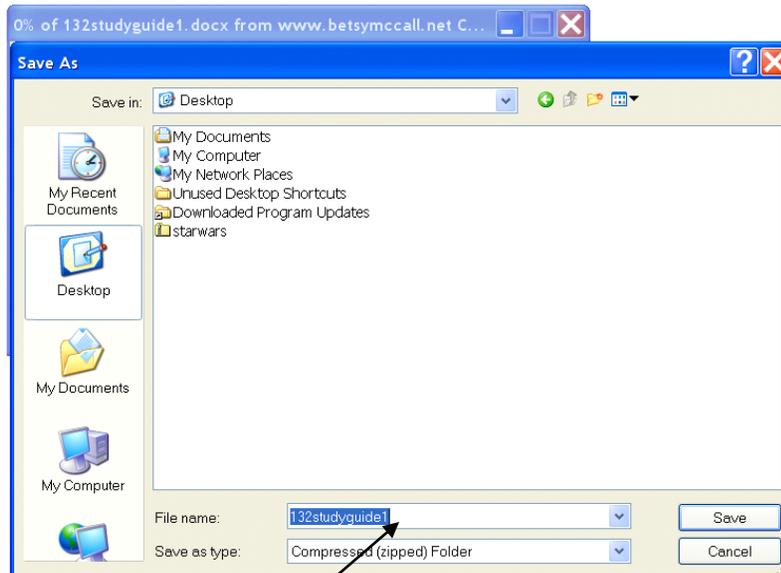
Columbus State Community College

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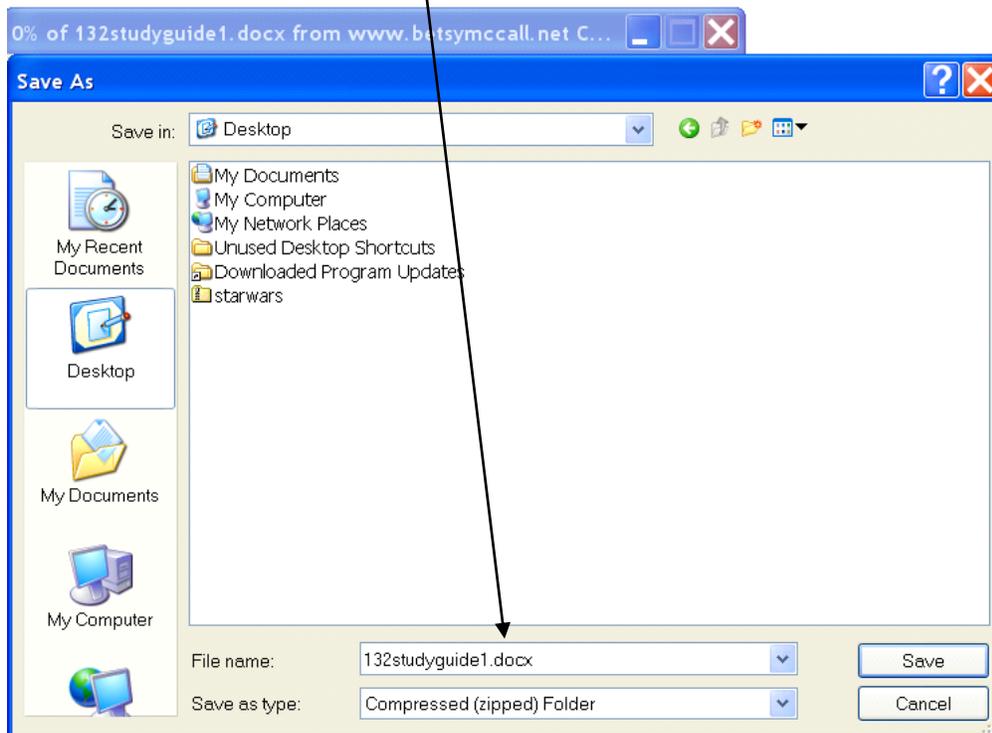
Business Calculus II, Math 132

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3) After the filename, add .docx. If you don't, the file will save as a .zip file.



- 4) Then press Save.
- 5) Your file is now on your desktop (or wherever you chose to save it). You can now open it the same way you would any other Word document. Double click on the icon, for instance.