

USING WORD PROCESSORS
OTHER THAN THOSE SUPPORTED
AT THORNTON ACADEMY

Thornton Academy's primary word processors are Microsoft's Word and Apple's Pages applications. These programs are widely used and represent the vast majority of word processors used by the public at home and in business.

However, the choice of word processors available to computer users is wide and varied. The program you use at home may not be supported by Thornton Academy, Word Perfect or Microsoft Works for example. While Thornton Academy does not support these applications this in no way implies that you may not use these programs, nor does it imply that you must purchase a separate piece of software in order to transfer documents between Thornton Academy computers and your own computer.

Option 1: Use Google Docs (<http://docs.google.com>)

Google Docs is an online word processor available to you from any computer with an internet connection, eliminating the problem of using multiple different word processors in different locations. If you can get on the internet you can use Google Docs.

Option 2: Save as a Microsoft Word document (.doc)

If your home word processor has the capability of saving your document in the Microsoft Word format, use that. Choose Save As... from the File menu when saving your documents

Option 3: Save the document as Rich Text Format (.rtf)

Rich Text Format is a basic, universal document format. When saving your document, choose Rich Text Format from the Save As... menu.

Option 4: Download and install a Free word processor that allows you to save as a Microsoft Word Document. (<http://www.openoffice.org>)

OpenOffice.org is available for free on the internet. OpenOffice.org is a stable, free word processing program that is very similar to Microsoft Word and can be downloaded and installed on many different types of computers. Thornton Academy may be able to provide a download disk for free of this software (no warranties) to students who do not have internet connections.