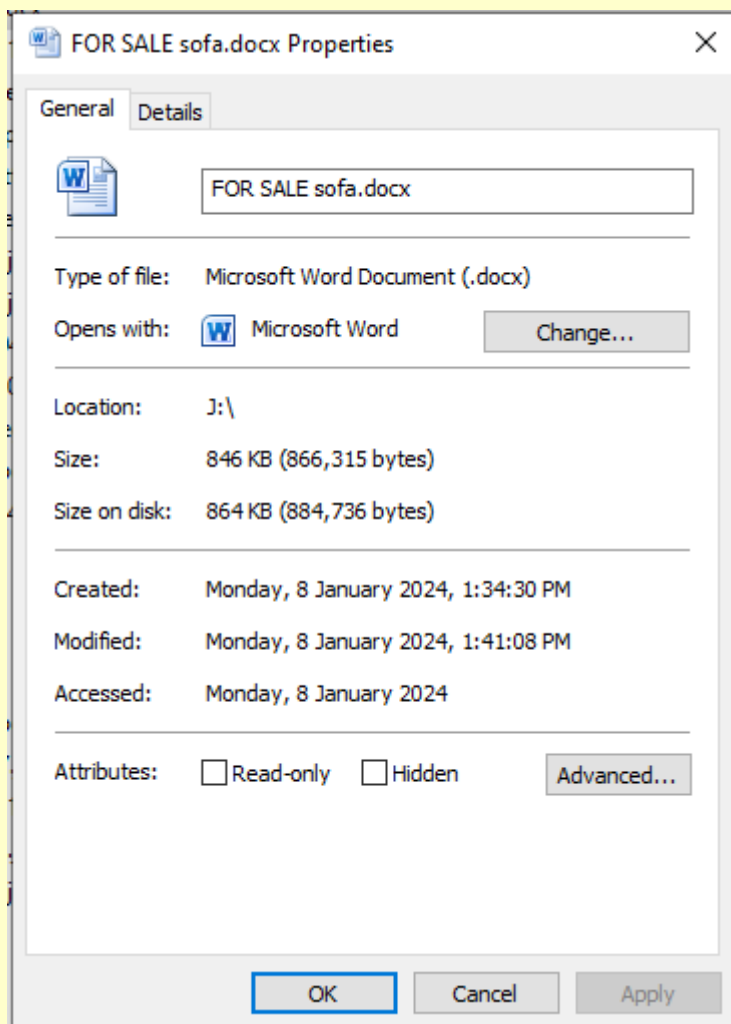


# Computer Training

## Opening Email Attachments

You receive an email with an attachment. You download the attachment and find you cannot open the file on your Windows PC.

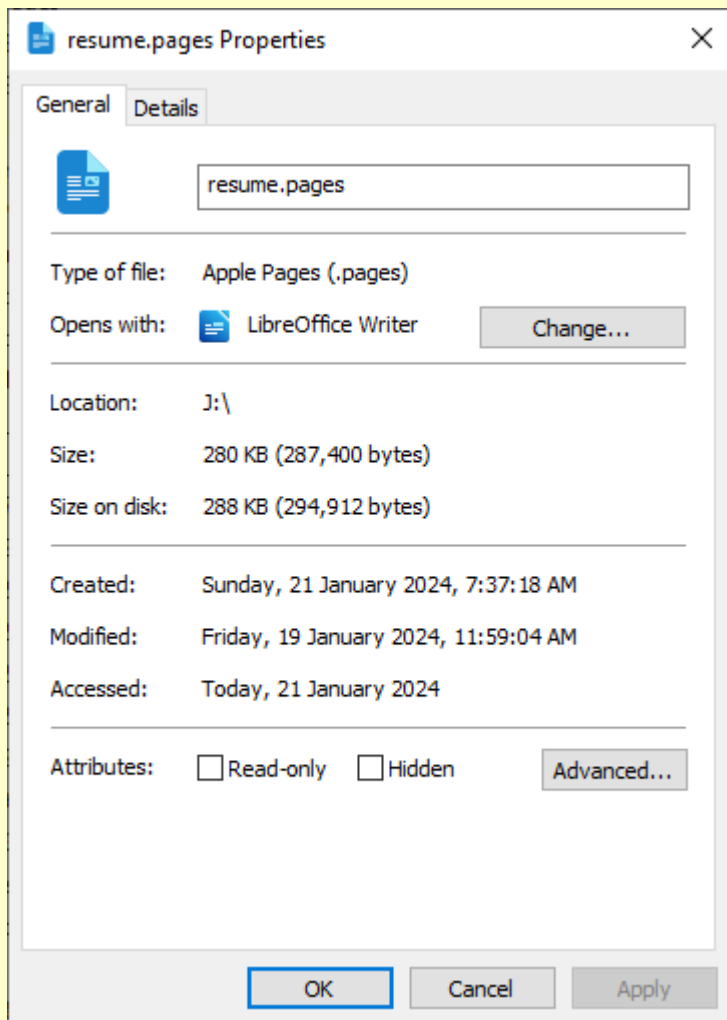
Right click on the file and select Properties and look at the file type. The File Type determines what program to use to open it with.



This example shows the properties of a Microsoft Word Document (.docx)

To open this file you must have Microsoft Word or Libre Office (or some other office) program installed.

You can upload this file to Google Drive and open it with Google Documents or even Microsoft One-Drive and open it with Word.



This example shows the properties of an Apple Pages document (.pages)

Properties also imply that the file can be opened with LibreOffice.

Microsoft Word will not open this file and you may receive error notices if you try to open it.

LibreOffice will open it with no problems or you can convert the .pages files to a .docx file on line with a free file converter.

Cloud Convert File Converter <https://cloudconvert.com/>

CloudConvert is an free online file converter. It support nearly all audio, video, document, ebook, archive, image, spreadsheet, and presentation formats.