

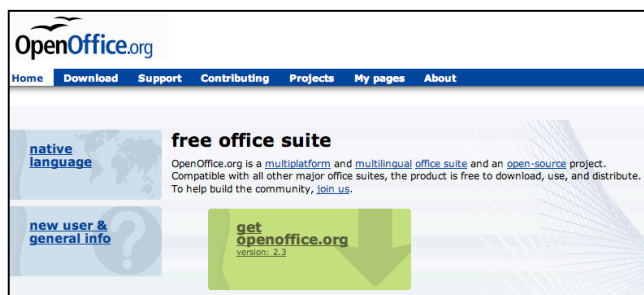
ThinkFree.com and Open Office as Alternatives to Microsoft Office

If you do not have Microsoft Word, Excel or PowerPoint on your computer at home, you can still work on the documents you create at school on your home computer. Here are two ways to work on your school documents at home, even if you do not have Microsoft Office.

1. Open Office

Open Office is an office suite that is compatible (works with) Microsoft Office documents, but is FREE to download and install on your computer. (It may be downloaded at <http://download.openoffice.org>.) **Be sure to ask a parent or guardian before installing ANY software on your computer at home!** You can create documents at school using Microsoft Word, Excel, or PowerPoint, and then open and edit those documents at home with the following:

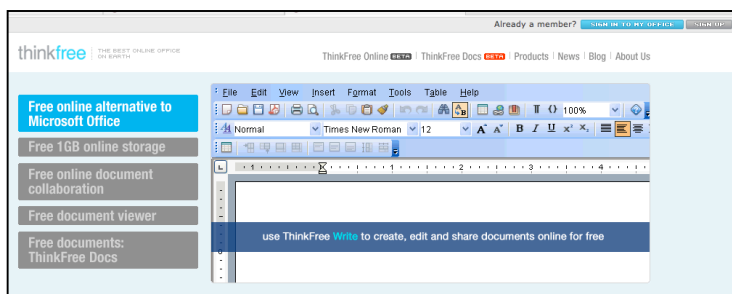
- Writer = Microsoft Word alternative
- Calc = Microsoft Excel alternative
- Impress = Microsoft PowerPoint alternative



2. ThinkFree.com

ThinkFree.com is an online office suite. You do not need to install any software at all, and you can access your files from any computer that is connected to the Internet. ***You must create an account with ThinkFree.net in order to use it. Please check with a parent or guardian before signing up for this or any other online service or resource.*** To work on a Microsoft Word, Excel or PowerPoint document using ThinkFree.net, follow the steps below:

- Go to <http://www.thinkfree.com>.
- Click on “Sign Up” in the top right corner (or “Sign In To My Office” if you have already created an account).
- If you are a new user, complete the requested information, and then click “I agree.” **Do not forget to ask your parent or guardian before providing this information!**
- If you are signing up for the first time, you will need to check your e-mail and click on the link they send you to validate your e-mail address.
- To create a **new document** from scratch, just click on *New Document, Spreadsheet or Presentation*. When creating a new document (or spreadsheet or presentation), give it a file name, **select “Power Edit,”** and then click on “Create a new document” (or spreadsheet or presentation). You may now create your document.
- To work on a document you have already created at school, click on “Upload,” browse for your file, and click open. Then, at the bottom of the page, click the “Upload” button.
- Click on the “Go to file list” button, and then click on the file you uploaded.
- Find the file you want to work on, and on the “Action menu” pull-down menu, select Power Edit.
- Save your work to your flash drive. To do this, follow these steps:
 - First go to **File→Save** and save it to your online account.
 - Then, go to **File→Save As**.
 - Click on the “ThinkFree” pull-down menu, and select your computer name (hard drive).
 - Double click on “Volumes” to open that folder.
 - Double click on your flash drive to open it.
 - Name your file, and then click “Save.”
 - That’s it! Now you can bring your flash drive to school and continue working on it here.



Questions? Please contact Mrs. Burke:

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