

001- HOW TO COPY A FILE TO MICROSOFT WORD

1-Left click on one of the files below that you want to copy to Microsoft Word. The file **must** end with XPS, not PDF

2-Highlight the button "Open with XPS Viewer" in the box that appears and then click OK.

3-When the Bible lesson opens, right click anywhere on the first page. In the box that opens, click on "Save As".

4-In the box that opens, find " Documents" on the left side.

5-Right click on " Documents" . In the box that appears, left click on New > Folder (It should be near the bottom of the box).

6-You will see a new folder that is added and is highlighted under "My Documents". Type in a name such as "Bible Lessons" or "Bayou Rouge" or "XPS Files" or anything else you want to name for your files you are downloading from our website.

7-Highlight the new file you named under "Documents" and left click on "Save".

8-You only have to create a new file once (steps 5b and 6). After that, you just right click on "Documents" (see step 5a) and then highlight the new file you created and named and left click "save".

9-If you want to print the file, first open the new file you created and named under "Documents". Find the file you want to print in that new file you named and left click on it. On the top left of the page that appears, left click on "File". You will see that you can (1) open the file, (2) save the file under another name or (3) print the file.