HOW TO OPEN A FILE SENT TO YOU
BY EMAIL

1. OPEN YOUR EMAIL
2. SAVE FILE TO DESKTOP
3. RIGHT CLICK ON THE FILE WHICH IS ON THE DESKTOP
4. OPEN WITH
5. SELECT NOTEPAD OR WORD

If you choose Word then you can change your margins, top & bottom of page. By doing this all the information will be lined up properly. Try putting margins, top and bottom of page at 0

THIS IS WHAT I RECEIVED FROM A PROFESSOR ON WHAT THEY DO:

when a teacher opens their email file and it is all over the place tell them to try this

1. I right click on the attachment that you send me and then "save link as" and I save the file in my own directory.

2. Then I go to the file that I just saved and I right click on the file and I select "Open with" and then I choose the program MS Word. Then I save the file as a Word document. It straightens out the formatting and looks good on the screen. I don't print it off, but I think it would print well in the MS Word format or change the margins, top and bottom of page