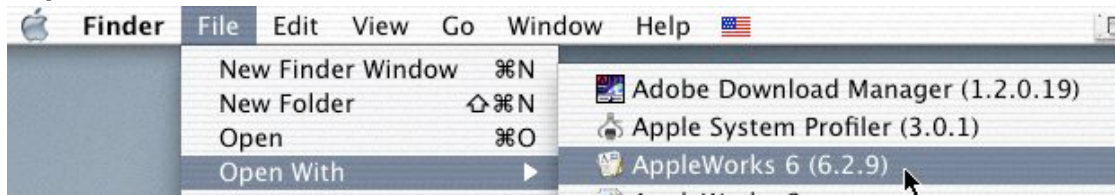# Opening and Editing the TXT Files using AppleWorks (ClarisWorks)

If you don't know how to open and edit TXT files with AppleWorks (OS X, OS 9) or ClarisWorks (OS 8-9), follow these instructions:

You need the appropriate fonts installed on your computer. If you don't know how to do that, read the InstallingFonts file.

1. In **OS X**: Click the TXT file to highlight it. Do NOT double-click to open it, because that would open the file in TextEdit. Now go to the **File** menu and choose "**Open With**" and select **AppleWorks**.
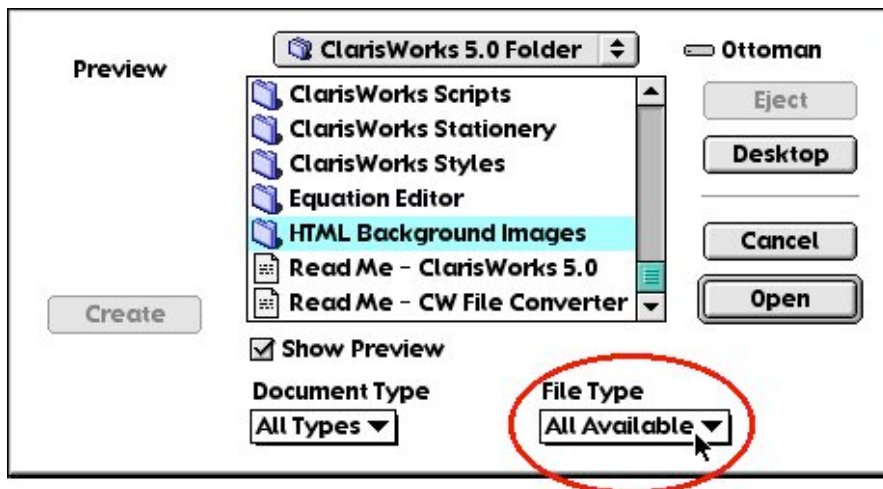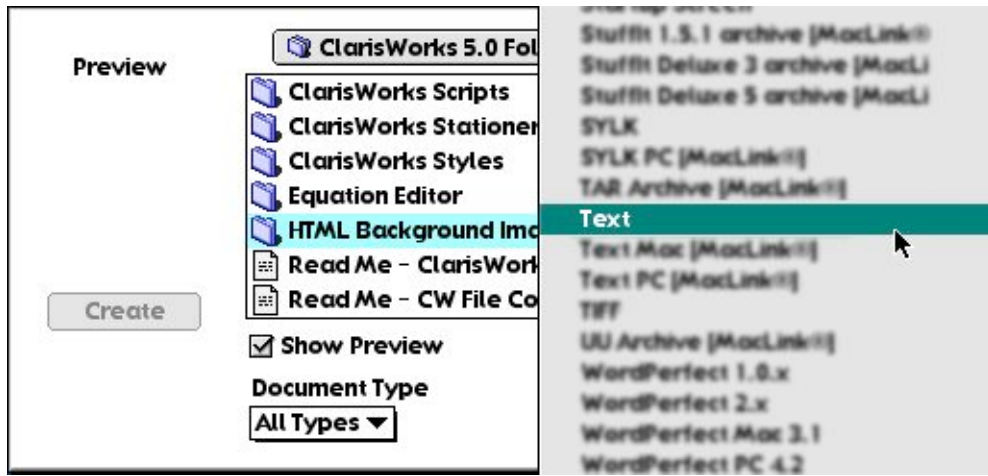

   Now the file will be opened in AppleWorks. You will see some strange looking text; don't worry, you'll fix that in a jiffy.

   In **OS 8-9**: Open AppleWorks (or ClarisWorks). In AppleWorks in the **File** menu choose "**Open ...**" (or type ⌘O).
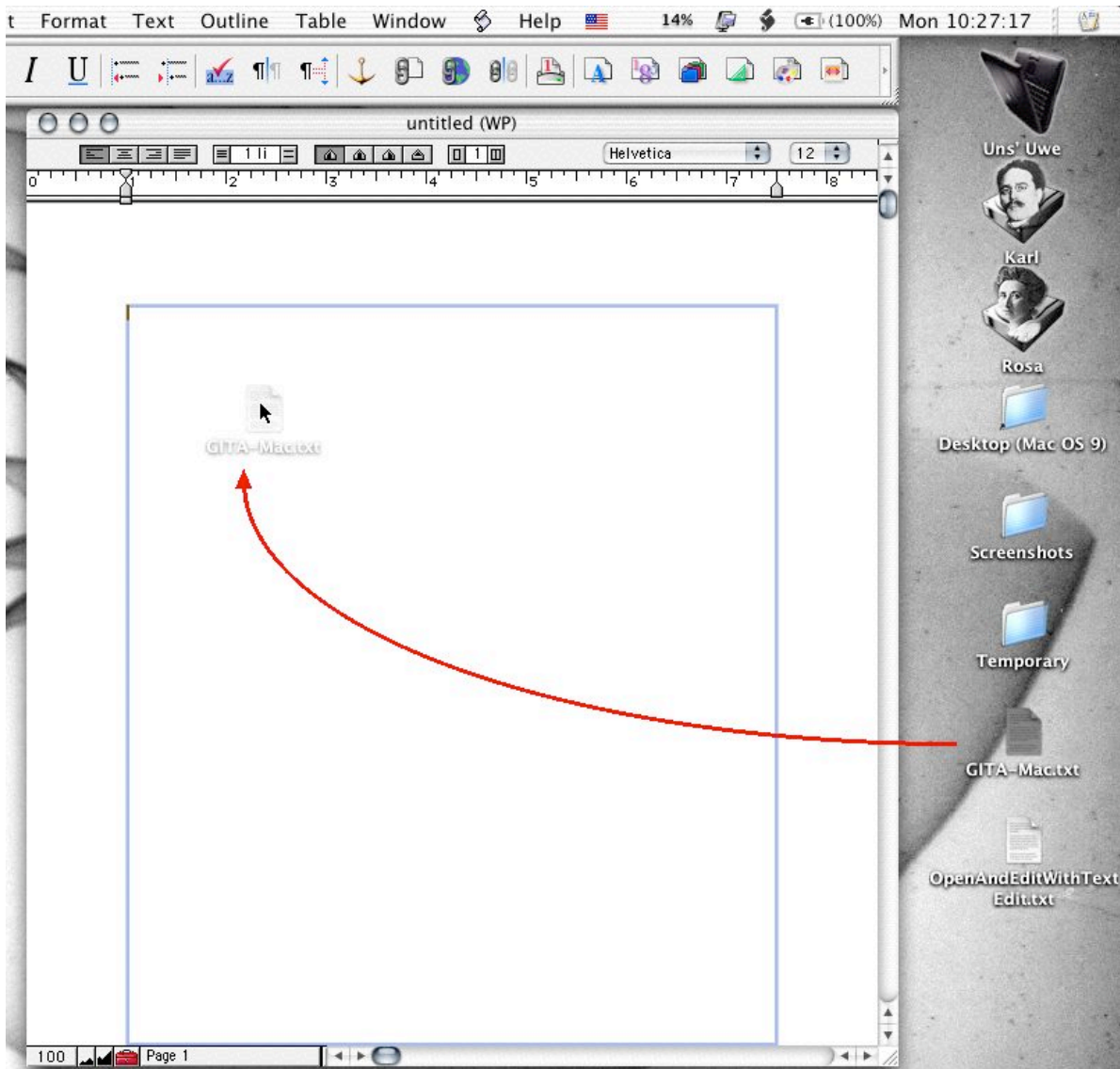

   and navigate to the text file you want to open. By default AppleWorks will only look for AppleWorks files, so you need to select "**All Available**" or "**Text**" in the **File Type** option in the "**Open**" dialog box.
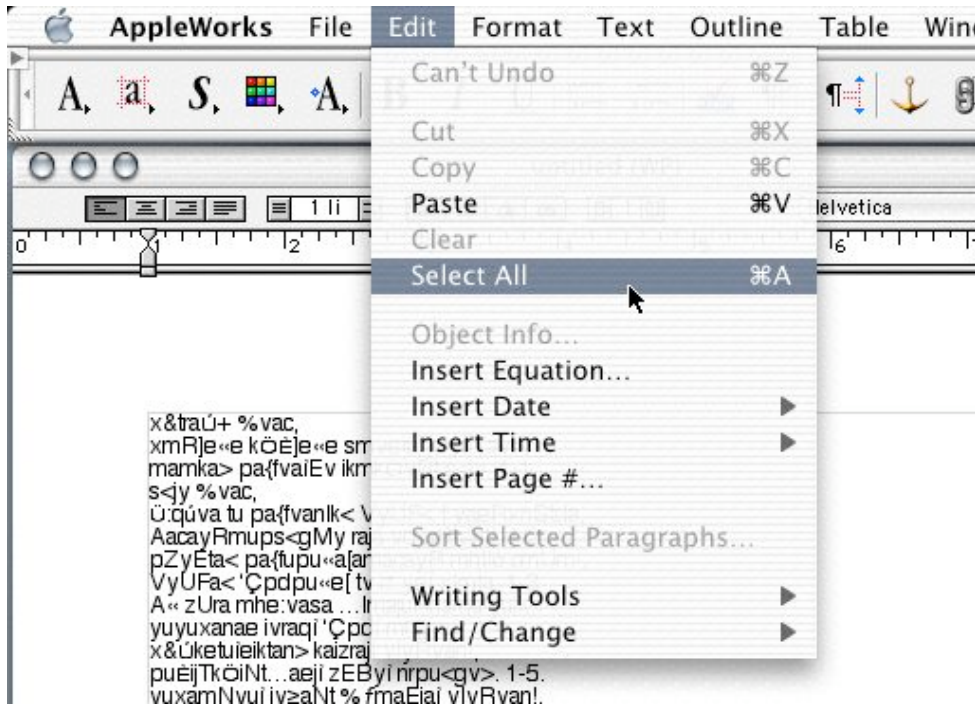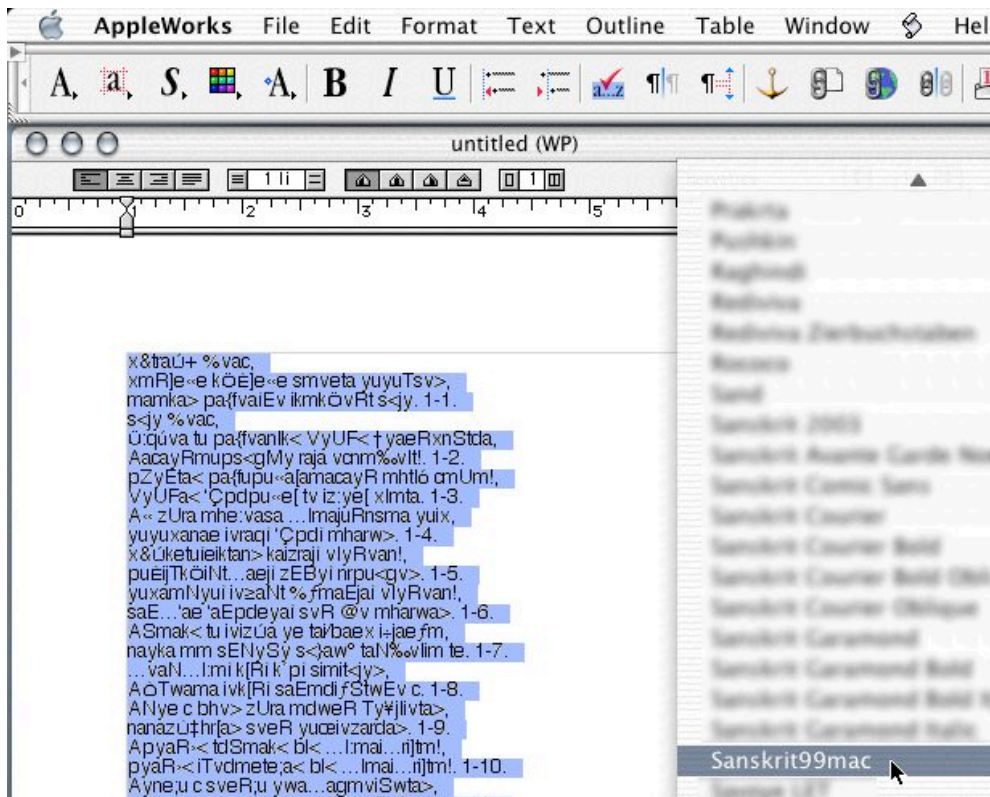
This procedure also works under OS X.

Alternatively you can just drag and drop the text file onto an open (and empty) AppleWorks Word Processing window.
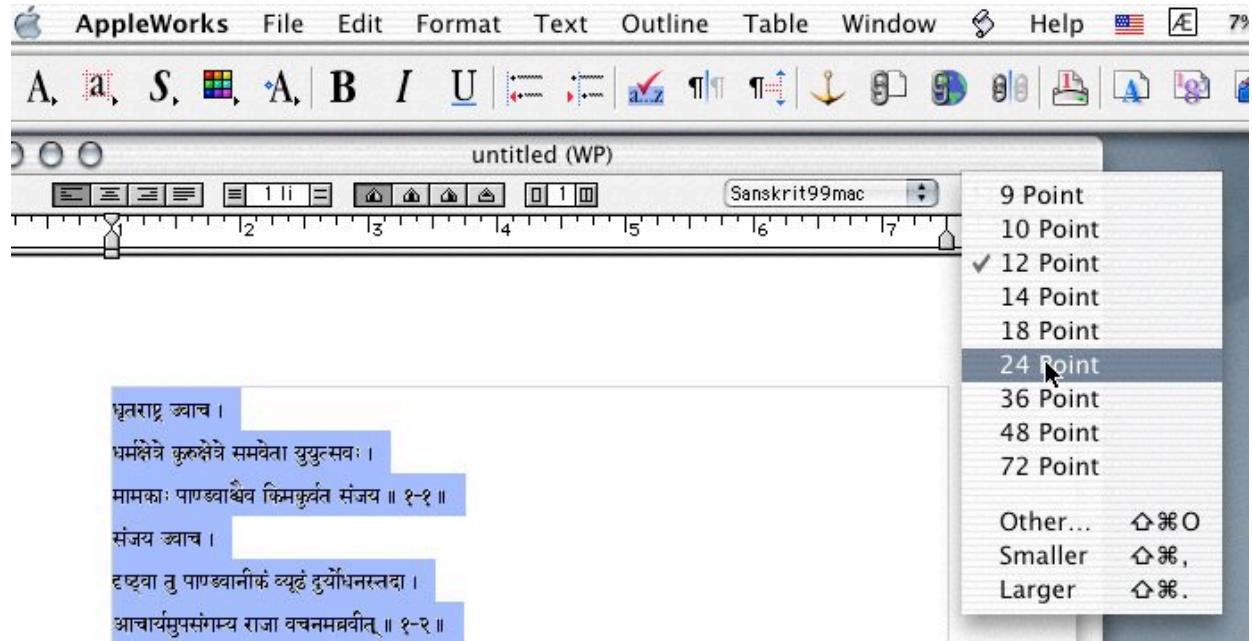
2. Select the entire text with "**Select All**" in the **Edit** menu (or type ⌘A).

3. In the ToolBar (or in the **Text** menu) select **Fonts** and scroll until you see the font "**Sanskrit99mac**". Select that font

and choose a size that you can easily read (24 pt is recommended).

If nothing happens to the text, you have inadvertently de-selected the text. Repeat step 2 and make sure the text remains highlighted while you select the font and font size.

4. Save the file under an appropriate name in your preferred location. Now you're ready to print the file or any page that you specify in the **Print** dialog.