

How do I control how a Word document opens from the internet or an intranet?

A web page on the internet or on an intranet can contain a link to a Word document. When you click on a link to a Word document, it can display in your web browser, or it can display within Word itself.

This page is about how to control how to open a Word document from the internet or an intranet.

This page is written specifically about Windows XP and Internet Explorer version 6. If you have a different version of Windows, a different browser, or a different version of Internet Explorer, the instructions might be slightly different.

Control how to open Word documents from the internet or an intranet through Windows

Word doesn't control how a Word document is opened from the internet or an intranet. It's a Windows setting.

Open up the File Types dialog box by doing one of the following.

- Hold down the **Windows key**, and **press e**. (The Windows key is the key with the Windows logo, often at the lower edge of your keyboard between the Ctrl and Alt keys.)
- From the desktop, click (or double-click) **My Computer**.
- Right-click the Start button. Choose **Open**.
- Click **Start**, then **Programs** (or **All Programs**) and find **Windows Explorer**.

Now, click **Tools > Folder Options** and click on the **File Types** tab.

You'll have to wait a few minutes as Windows gathers information about all the different kinds of files. When the list appears, find the **DOC** file extension in the list, click it to highlight it,

and then click **Advanced**, as shown in

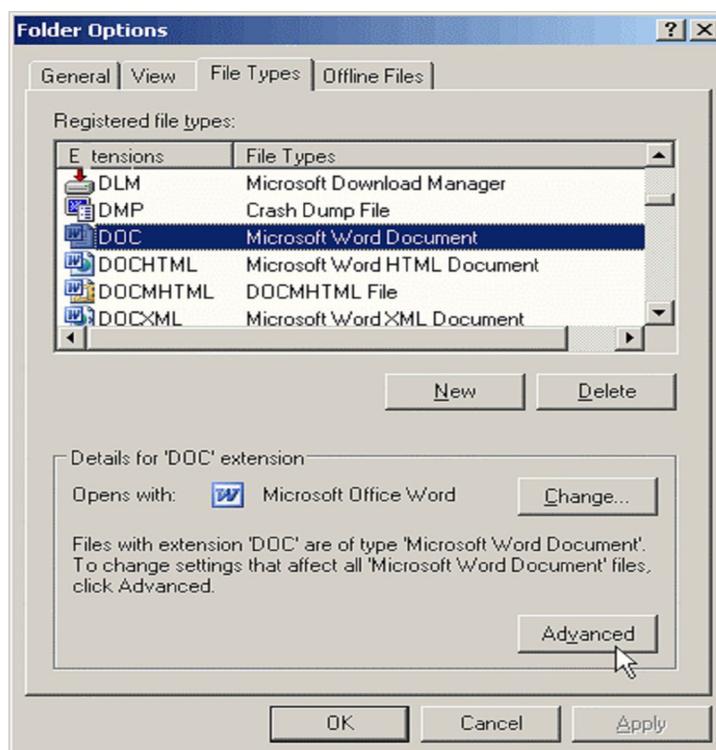


Figure 1.

Figure 1: Find the DOC file type in the list of file types.

You can now see the Edit File Type dialog box (Figure 2).

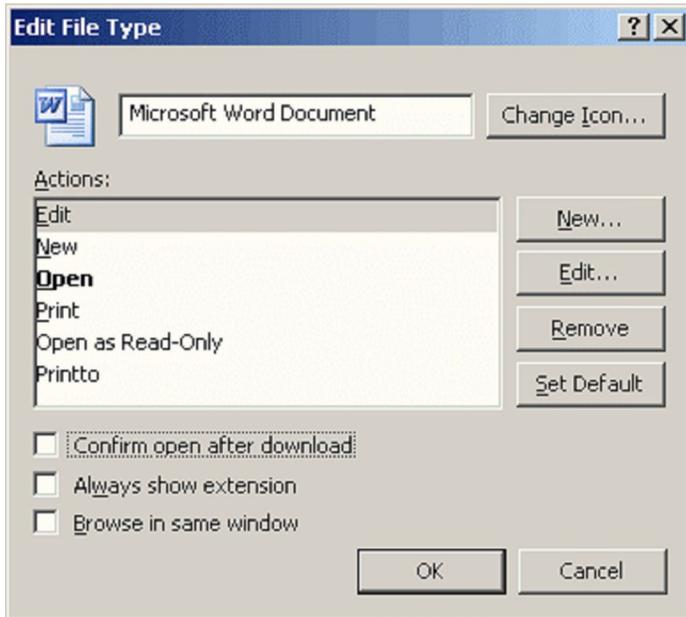


Figure 2: The Edit File Type dialog has two options that decide how your Word documents open: Confirm open after download, and Browse in same window.

1 Confirm open after download - Do you want the option to Open or Save the Word document?

If you tick the box at "Confirm open after download", you'll see a dialog box that asks whether you want to Open or Save the document.

The dialog looks like the dialog in Figure 3.

If you un-tick the box "Always ask before opening this type of file", Windows will un-tick the box "Confirm open after download" on the Edit File Type dialog for you.



Figure 3: You can choose whether to see a warning dialog like this every time you open a Word document from the internet or an intranet.