

To use Word text in Collage, follow these steps.

1. Convert Word file to Text.
 - a. Open Word document.
 - b. Choose File Save As.
 - c. In Save as type, select Plain text (*.txt)
 - d. In the file conversion window, mark Other encoding and select US-ASCII
 - e. Mark the box that says Allow Character substitution.
 - f. Click OK.
 - g. Close Word

2. Open text document and copy into Collage
 - a. Open Notepad (start...All Programs, Accessories, Notepad.)
 - b. Choose File...Open from the menu and select the txt file you created.
 - c. Copy and paste from this file into the body of the Collage page.
 - d. Remove any extra spaces.
 - e. Save and preview.