

Saving Documents In Word 2007 in a Word 2003 Compatible Format

Microsoft Office 2007 offers many new features,

one is a new document format. While this new format is a great improvement upon the old format, it is NOT compatible with older versions of Microsoft Office. Documents can be converted into a format that older versions of Microsoft Office can read.

Open your document in MS Office 2007 and left-click on the “Office Button” located in the upper left hand corner of the MS Office 2007 window.

Next, Highlight Save As and left-click “Word 97-2003 Document” from the menu.

In the File name box type in the name you would like to use for your document and click Save. The document will be saved in a format that can be understood by older versions of Microsoft Office.

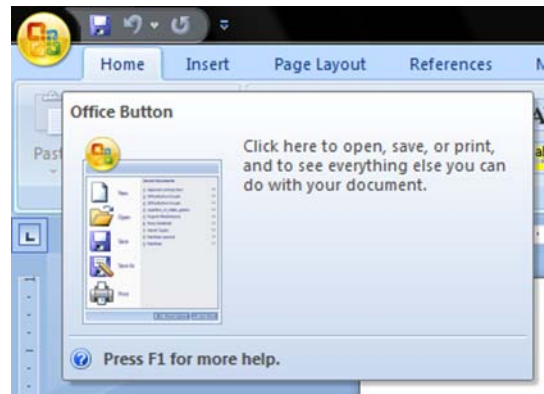
FAQ

Q. How do I know if a document is in MS Word 2007 format?

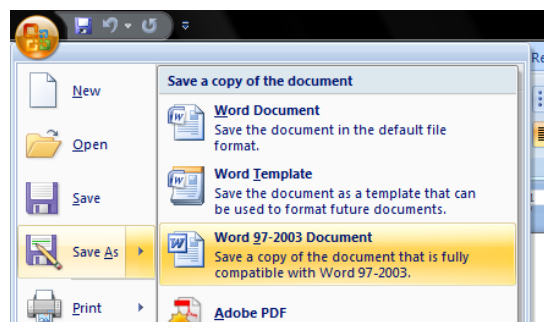
A. Documents in MS Word 2007 format end with a .docx extension (for example: myessay.docx). All other versions of MS Word use .doc for a file extension (for example: myessay.doc). Once you have converted your document, you should have a document ending in .doc.

Q. I cannot tell what file extension my document has, or none of my files show file extensions. Why?

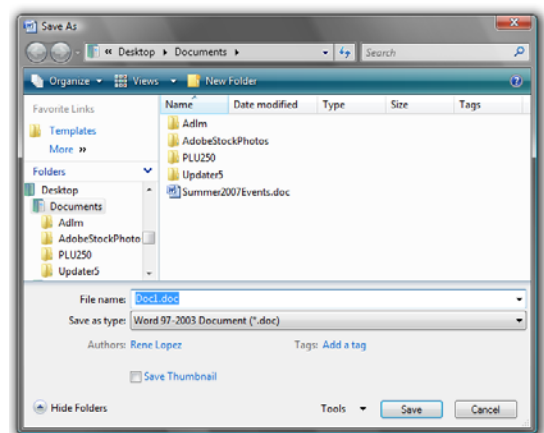
A. MS Windows XP does not show all file extensions by default. To turn this feature on, double left-click My Computer and click on Tools. Select Folder Options and click the View tab. Uncheck the “Hide extensions for known file types” box and click OK.



Left-click Office Button



Select Save as & left-click Word 97-2003 Document



Specify File name and left-click Save