

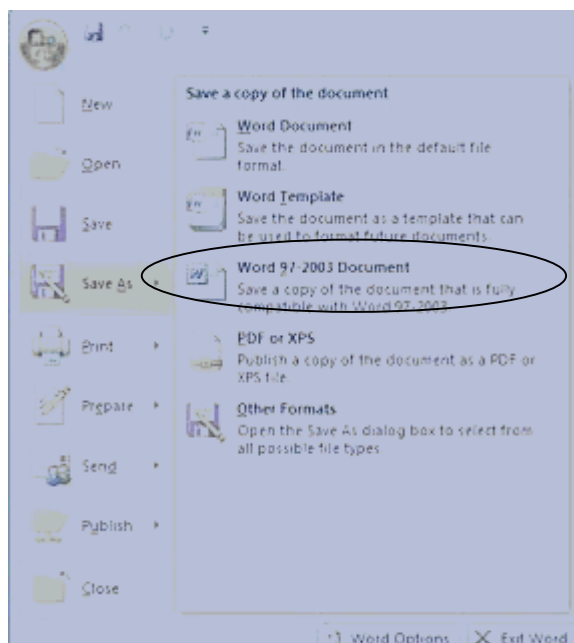
Converting an Office 2007 file to Office 2003 or earlier

You'll notice in office 2007 by default, files are now saved using a new xml-based format. File extensions that you're used to seeing now have an x behind them (ex...docx, .xlsx, .pptx).

This new format is not backwards compatible, meaning that someone using Office 2003 or any version older than 2007 will not be able to open your file. Please follow the directions below to see how you can save your file as Office 97-2003 compatible.

Please Note: This process is identical for Word, Excel, and PowerPoint 2007. The screenshots you see are from Word, but the same options are available for the other programs.

When you're ready to save your document go to the office button (top left corner of window). Move your mouse down to Save As and a list of options will appear to the right, click Word 97-2003 Document. This will present you with the typical save file box where you can choose where you want to save the file and what you'd like it to be named.

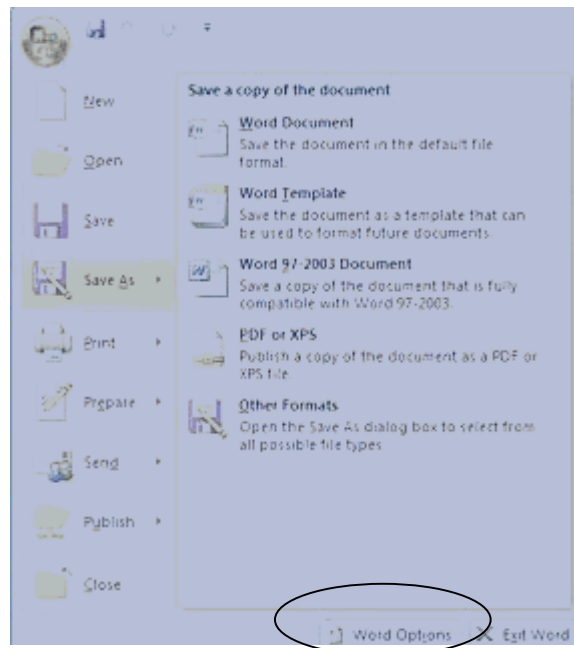


Flip over to see how to make this a default setting

Changing the default file type in Office 2007

Changing the default file type is easy, but please note that you need to make this change in each program (Word, Excel, and PowerPoint).

1. Click on the office button (top left corner of window) and at the bottom of the menu click on Word/Excel/PowerPoint Options



2. Choose the save category on the left, then in the save files in this format dropdown menu, choose: either Word 97-2003 Document, Excel 97-2003 Workbook, or PowerPoint Presentation 97-2003

