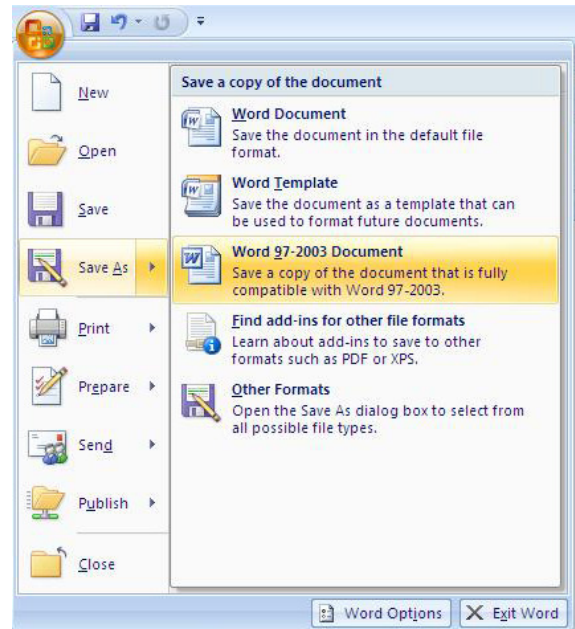


Working with Office 2007 Files

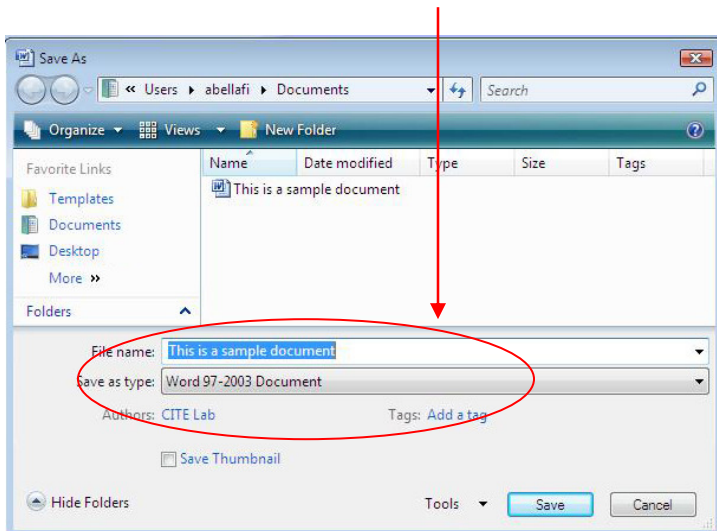
Microsoft Office 2007 saves files in formats that can be difficult for many users to access.

For compatibility reasons it is recommended that if you are using Office 2007 you save your Word files in a format that is backwards compatible with earlier versions of Microsoft Office.

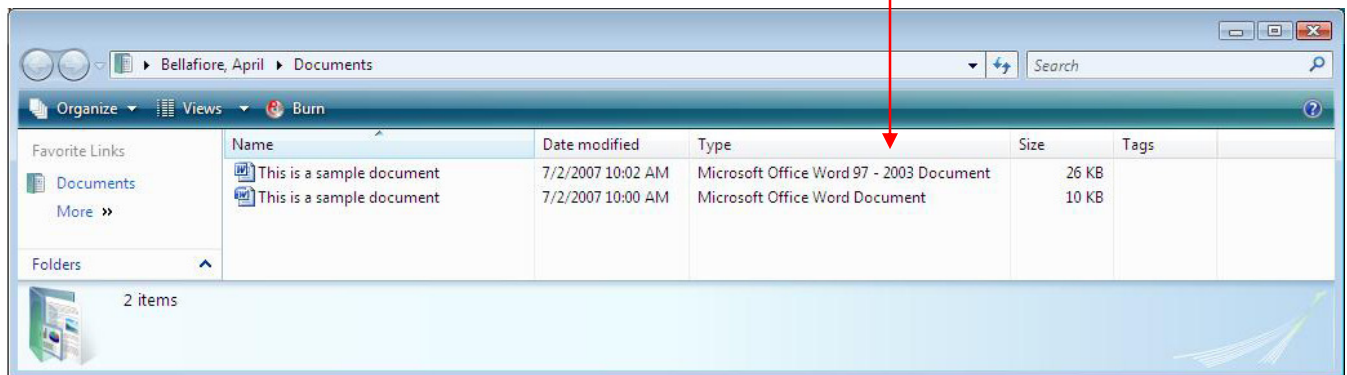
To do this, select Save As from the office menu and select Word 97-2003 Document.



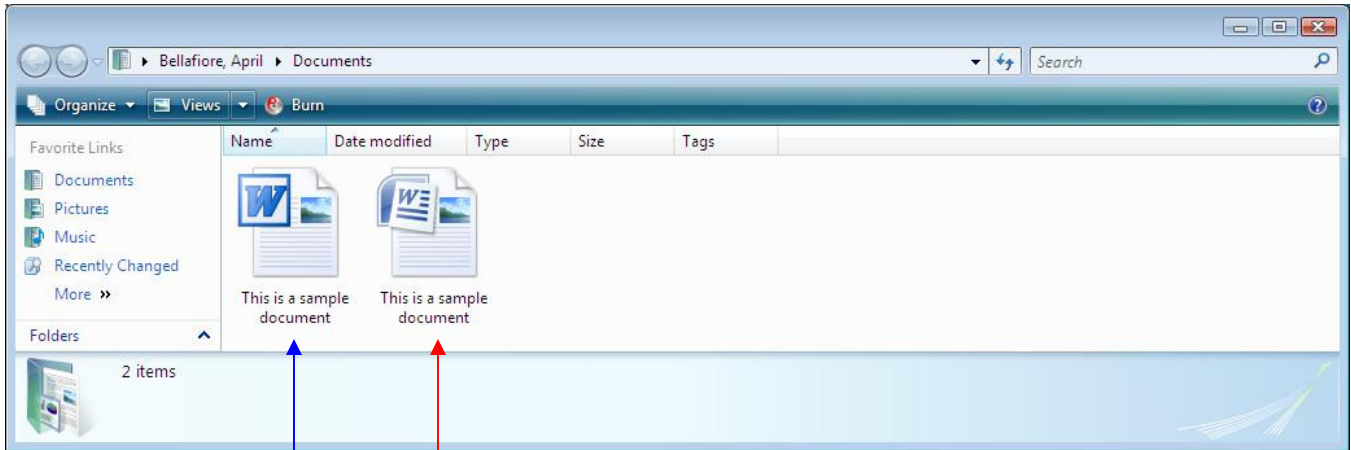
You'll be prompted to enter a new **File Name** and will be shown that the **Save as type** pull-down menu is set to **Word 97-2003 Document**.



You'll now which file is saved in which format by looking at the file **type** (Select Views and choose Details)



You can also look at the icons – you’ll notice they are different for each file type:



This is a Word 97-2003 file that is backwards compatible with earlier versions.

This is a Word 2007 document.

If you are using **PowerPoint** and/or **Excel** you’ll need to go through the same process to make sure the files are able to be opened. Both applications also allow you to **Save As...** and save in an earlier version.