

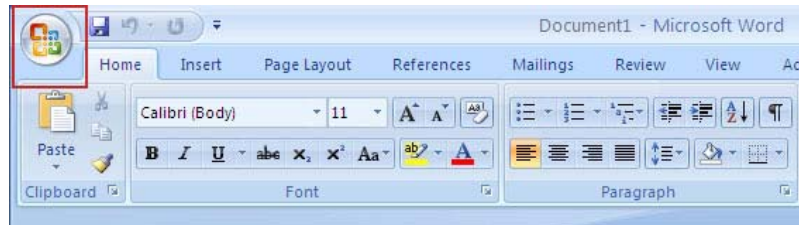
# Microsoft Office Compatibility 10/17/2008 Office 2007 (PC) Saving Files for Office 97-2003

Microsoft Office 2007 users should turn on compatibility mode when saving files to share with someone using a previous version (97-2003). Below are instructions for saving in compatibility mode within Word; the same steps apply in Excel and PowerPoint.

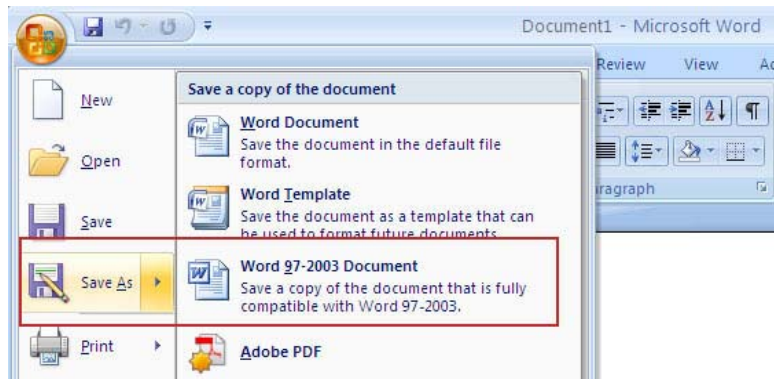
If you have trouble with these directions, please contact the help desk (ext. 4357 or in the library) for assistance.

## To save in compatibility mode:

1. In the upper left corner of Microsoft Word, click on the **Microsoft Button**



2. In the **Save As** list, select **Word 97-2003 Document**



3. In the Save As dialogue, in the **File Name** box, type a name for the document

4. Click **Save**

The resulting file should now end in ".doc" instead of ".docx".

