

Converting Office 2007 Documents to Office 2003 Documents

As the **Office 2007 Suite** becomes the newest application to be installed on our desktops, compatibility issues will most certainly arise. One potential problem will be document compatibility. Will a user opening a document created in Office 2007 be able to read that document in Office 2003? The answer is no, unless the **Microsoft Office compatibility Pack for Word, Excel, and PowerPoint 2007 file formats** has been installed on your machine or the file was saved in a 2003 format. This **Low Threshold Activity** provides directions on how to install the free file compatibility converter program.

1. Begin by accessing Microsoft's download website at the following URL:
www.microsoft.com/downloads.
2. The **Download Center** screen will appear. From this windows, **click the Office** link located either on the **left menu** or under the **Browse for Downloads** section of the window. You may need to scroll down to see the **Browse for Downloads** section.

The screenshot displays the Microsoft Download Center interface. On the left, a navigation menu lists 'Product Families' with 'Office' circled in red. Below this, 'Download Categories' and 'Download Resources' are listed. The main content area features a search bar, a 'Easy security updates' banner, and a 'Free spyware protection' advertisement. Below these are sections for 'Popular Downloads' and 'New Downloads'. At the bottom, a 'Browse for Downloads' section is highlighted with a red box, containing 'Download Categories' and 'Product Families'. The 'Office' link under 'Product Families' is also circled in red, with an arrow pointing to it from the 'Browse for Downloads' section.

Microsoft
Download Center

Download Center Home Search All Downloads Go Advanced Search

Product Families
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Business Solutions
Games & Xbox
MSN
Windows Mobile
All Downloads

Download Categories
Games
DirectX
Internet
Windows Security & Updates
Windows Media
Drivers
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Office
Service packs, viewers, add-ins, updates...
[Servers](#)
Server product updates, service packs, tools, trials...

After clicking the **Office** link, the following window opens.

The screenshot shows the Microsoft Download Center search results for '2007 Microsoft Office suites'. The search bar contains 'All Downloads' and 'Go' is visible. The results show 34 items found, with results 1-20 shown. A table lists the results, with the first result highlighted in a red box and an arrow pointing to it:

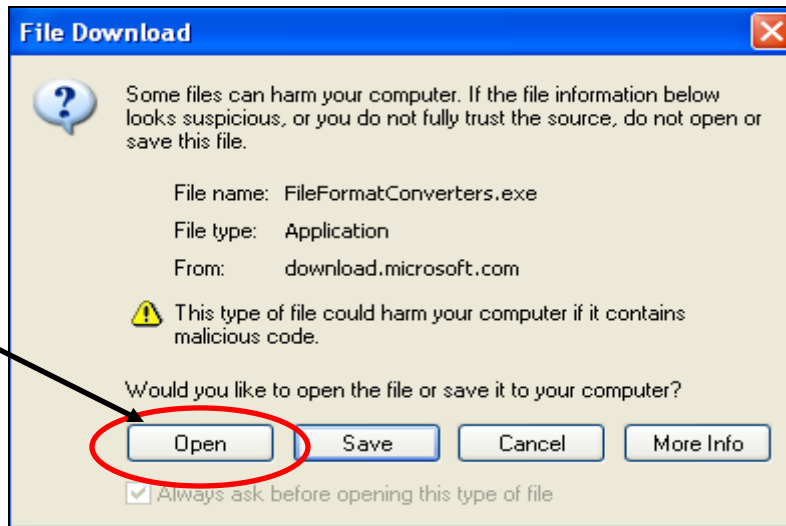
Title	Release Date	Popularity
Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats	11/6/2006	#9

The description for the highlighted result is: 'Open, edit, and save documents, workbooks, and presentations in the file formats new to Microsoft Office Word, Excel, and PowerPoint 2007.'

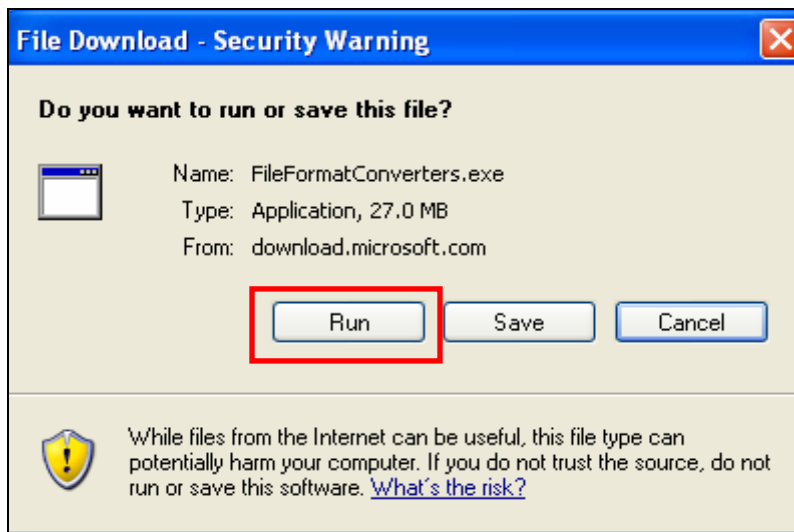
3. Click the **Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 Files Formats** link. The following window will open.

The screenshot shows the Microsoft Download Center product page for the 'Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats'. The page title is 'Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats'. The brief description is: 'Open, edit, and save documents, workbooks, and presentations in the file formats new to Microsoft Office Word, Excel, and PowerPoint 2007.' The 'On This Page' section lists several links: 'Quick Details', 'System Requirements', 'What Others Are Downloading', 'Overview', and 'Instructions'. A red box highlights the 'Download' button, with an arrow pointing to it.

4. Once the above window opens, **click** the **Download** button. This will begin the **File Format Converter** installation program. The following File Download Security window will open. The window will look like one of the two shown below. Follow the directions for the window you see on your desktop.

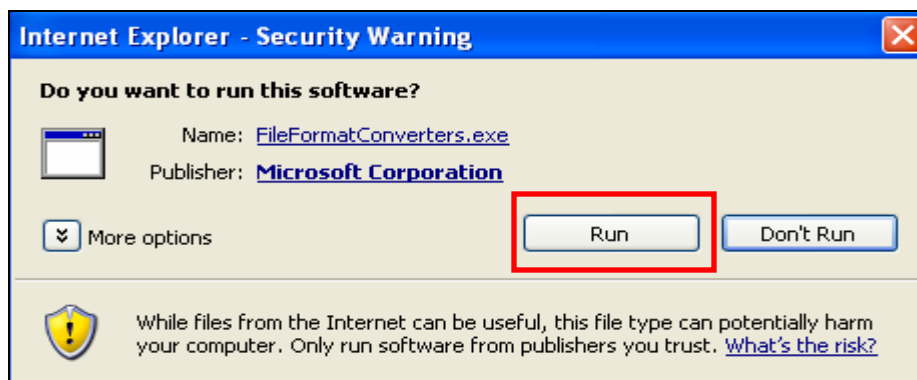


OR

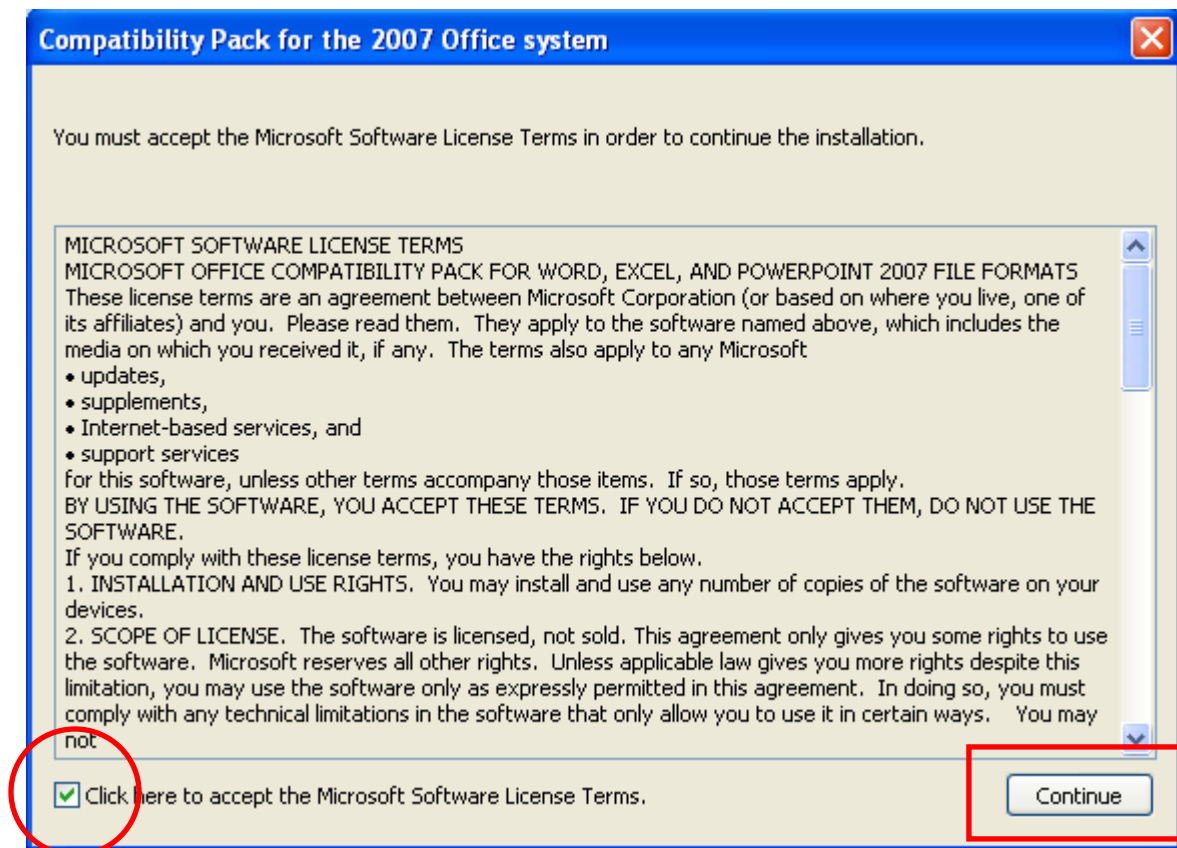


5. If your window has the **Run** button, **click the Run** button to begin the installation.

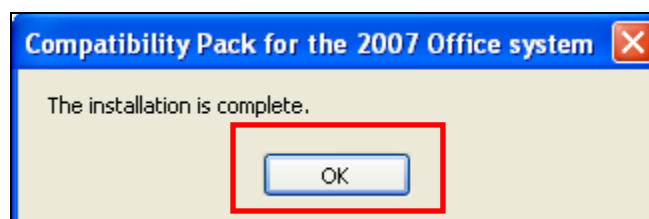
If your window has the **Open** button, **click the Open** button to begin the installation. Clicking either the Run button or the Open button will open the following **Internet Explorer – Security Warning** window will open. **Click the Run** button again.



6. After clicking the **Run** button the **License Terms Agreement** window opens. To accept the terms of agreement, **click** in the **check box** at the bottom left of the window followed by **clicking** the **Continue** button at the bottom right of the window.



7. When the installation is complete the following window will open. **Click** the **OK** button. The installation will then be complete.



Your feedback is important – what did you think of this Low Threshold Activity? Please take a minute and fill out a short survey at the following link:

<http://CTLSilhouette.wsu.edu/surveys/ZS36378>

Thank you!