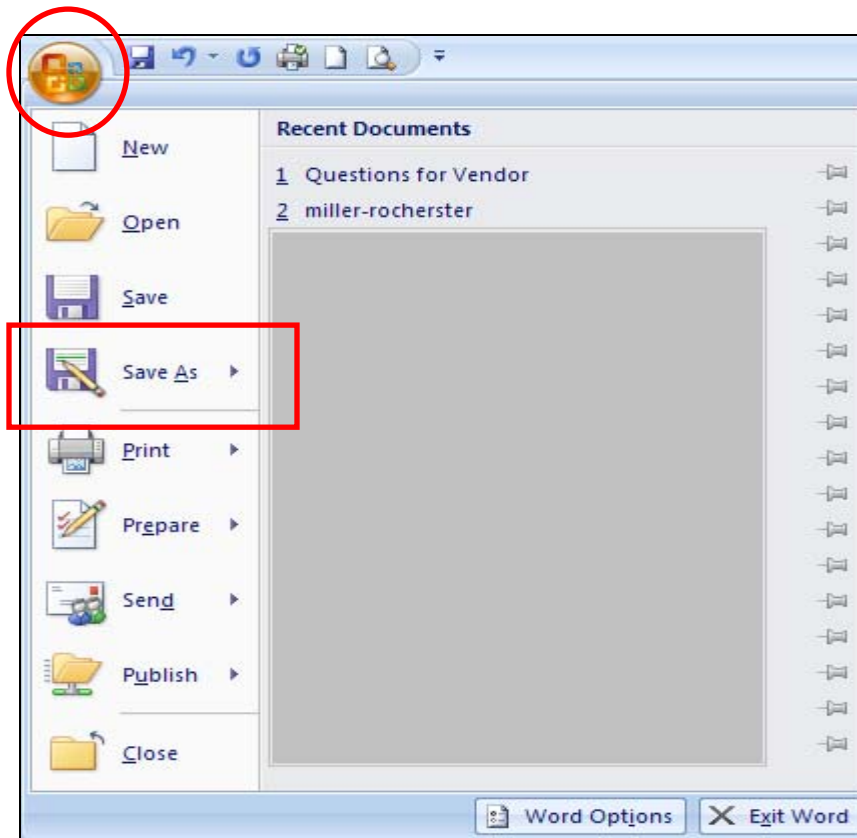


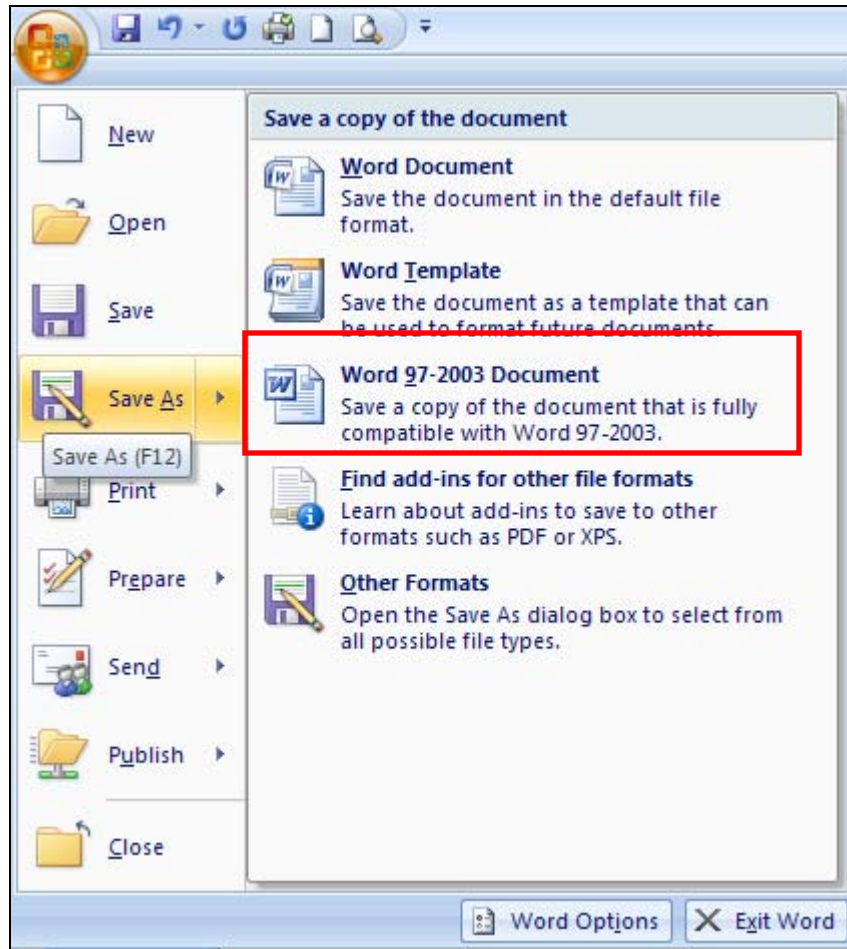
Saving a Word 2007 Document in an Word 97-2003 Document

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. However, documents can be saved in a Word 97-2003 format so that the documents can be read. They can be saved each time a file is created or the default settings can be changed so that each time a file is created it will automatically save in the Word 97-2003 format. This **Low Threshold Activity** provides the directions on each method. Let's begin with how to save a Word document in Word 97-2003 format each time a file is created.

1. After creating a Word 2007 document, save the file in a Word 97-2007 format by clicking the **Office Button** at the upper left part of the window. The following window opens.



2. From the list of items on the left, click the **Save As** menu item. After the following window opens, choose the **Word 97-2003 Document** item.

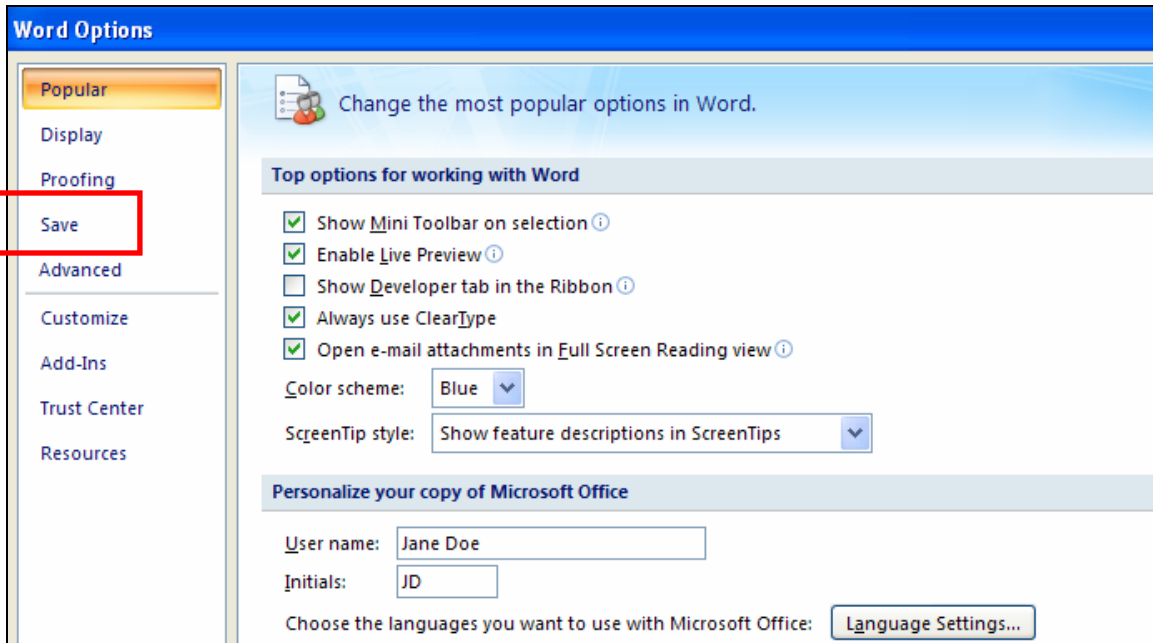


3. The file will now save so that it is readable in the previous versions of Word.
4. Now let's look at the directions on how to change default settings so that every time a document is saved, the file will be saved automatically as a Word 97-2003 document.

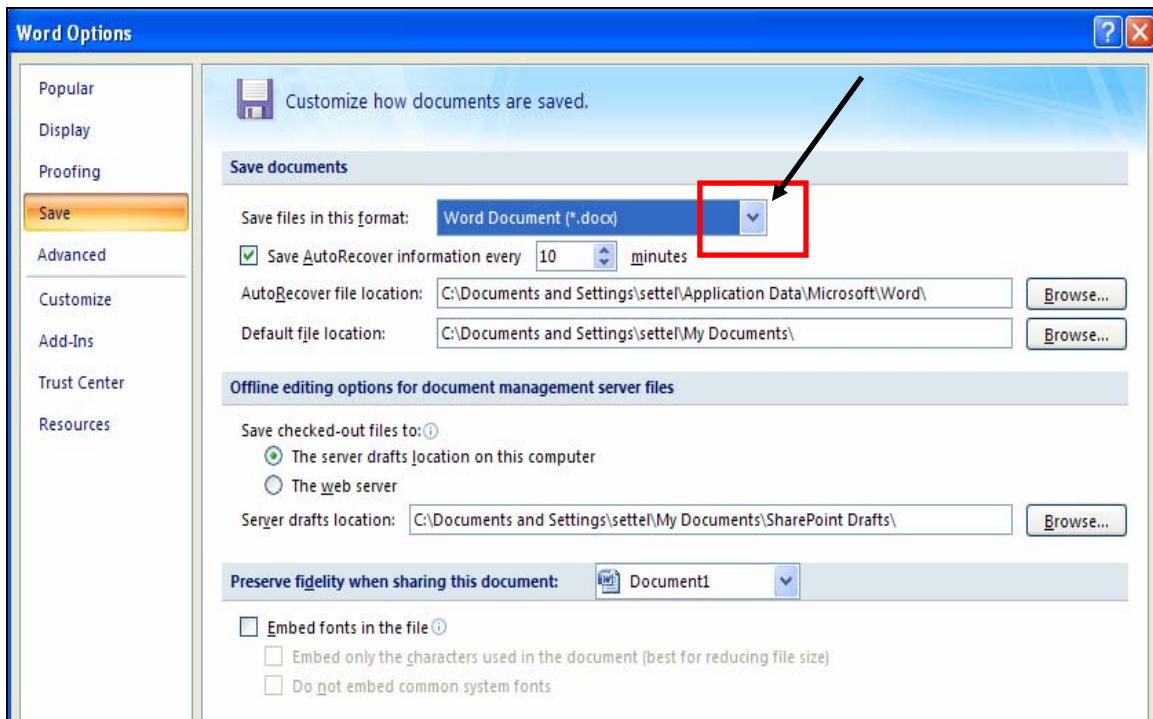
Begin by clicking on the **Office Button** as shown in Step 1 of this document. At the bottom of that window there is the **Word Options** button. **Click the Word Options** button to open the **Word Options** window.



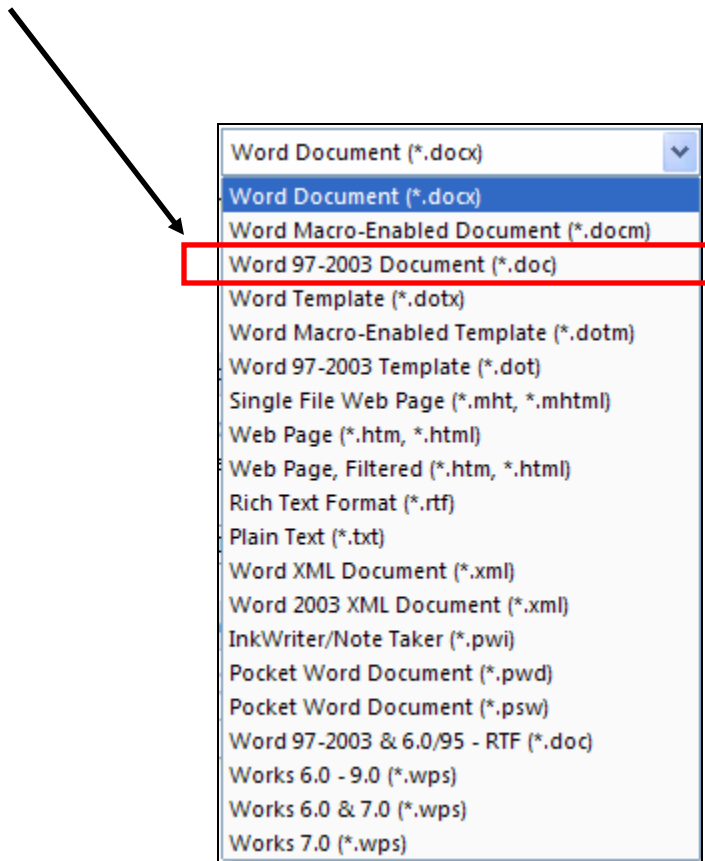
5. The **Word Options** window, shown below, opens. To change the default setting for saving documents, **click the Save** link in the left pane.



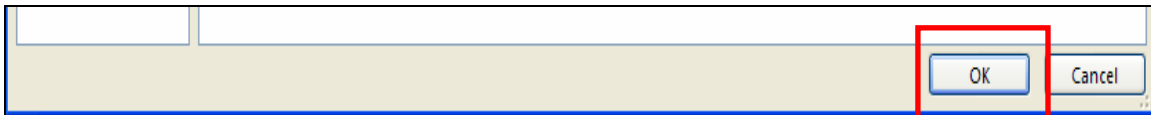
6. Once the **Save** link is clicked, the following window opens. The first option is the **Save files in this format:**. Click the down arrow to the right of the **Word Document (*.doc)** text box to display the list of possible formats.



The following list of file formats appears. To automatically save documents created in Office 2007 to a Word 97-2003 format, select the **Word 97-2003 Document (*.doc)** option.



7. Once the **OK** button at the bottom of the window is clicked, all files created will now default to the Word 97-2003 format.



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!