

## For Users of Office 2007

### THE ISSUE

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Office 2007 is a complete overhaul of the Microsoft Office suite of applications. Office 2007 uses *Office Open XML (OOXML)* encoding/packaging for its core applications (*Word, Excel, and PowerPoint*); older versions of Office cannot open this new version without a special compatibility plug-in (<http://tinyurl.com/2xp8e3>).

If you own Office 2007 and want to maximize compatibility with other word processors, you should “downgrade” the file that you save on your computer.

### THINGS TO KNOW BEFORE YOU BEGIN

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- ~ Complex formatting (formulas, nested tables, slide transitions, etc.) might be lost when you save your Office 2007 files to the older Office 2003 formats.
- ~ Saving to the older version is still no guarantee that it will function properly with other Office-type applications.
- ~ Microsoft created the *Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats* plug-in for Office’s 2000/XP/2003. This plug-in will allow you to open and save work in the new file format, even though you might be using an older version of the Microsoft Office packages.
- ~ The *Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats* plug does not add any other new functionality to your older applications.

### ADDITIONAL TIPS

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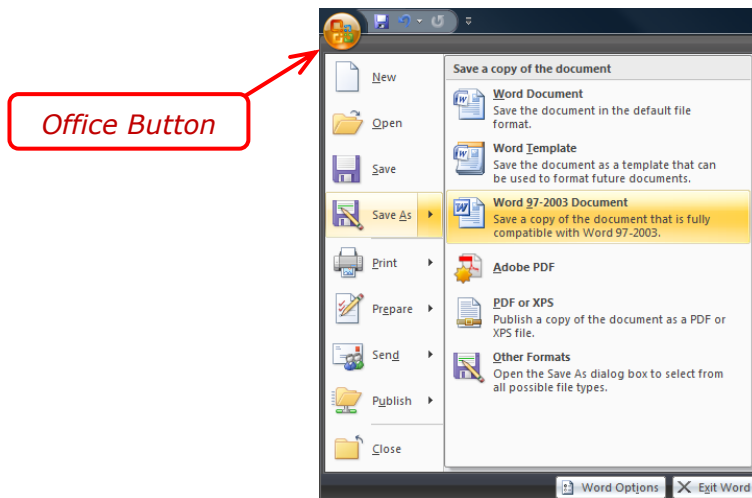
- ~ Save your files in both the newer and older formats.
- ~ These steps might only work for simple *Word, Excel, and PowerPoint*. The following example is for a Word document – Excel and PowerPoint will have similar procedures.
- ~ If you are presenting a PowerPoint slideshow, test the show on the computer that you intend to use for your presentation in advance.
- ~ Avoid using excessively complex templates in Office 2007.

## SAVING THE FILE

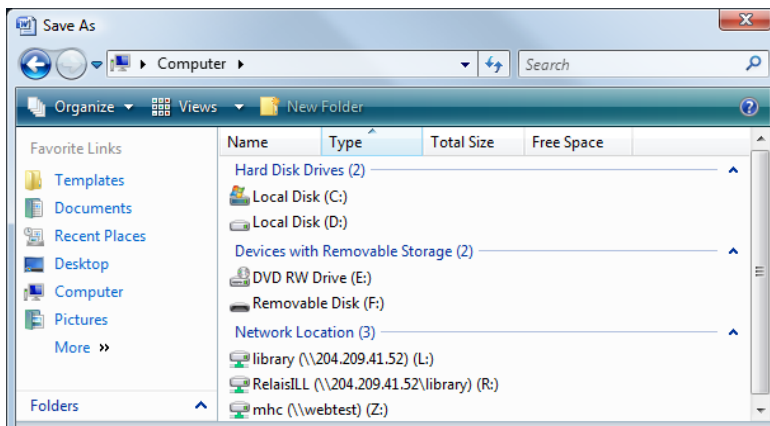
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To save your version in the older format, perform the following steps:

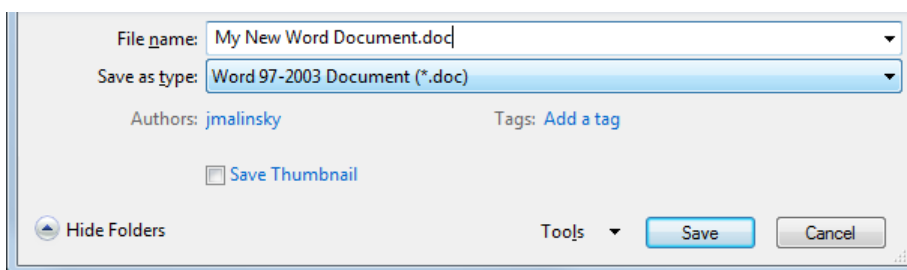
1. Select: *Office Button* > *Save As...* > *Word 97-2003 Document*



2. In the *Save As* window, select the destination you want to save your file.



3. If you have not done so, enter the name of your file in the *File name:* box.  
[Note: Be sure that the format is *Word 97-2003 Document* in the *Save as type:* box.]



4. Click *Save* to complete the process.