

Microsoft Word 2007

Saving Files for 2003 Users

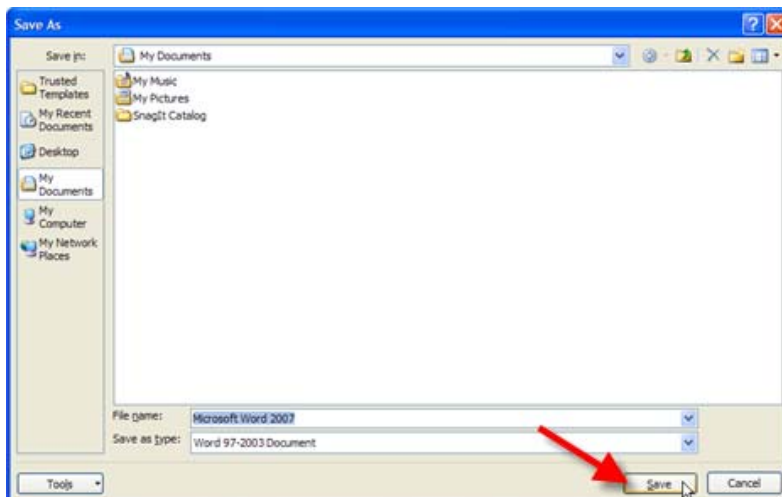
Microsoft Word 2007 saves documents with a new file format called .docx. These Word .docx files are not usable to Microsoft Word 2003 users without special converters installed. **Word 2003 is still the standard program in use in BCPS.**

Users of Word 2007 should therefore save their files as the native .doc files that users of Word 2003 can open with no problems.

1. After creating your Word 2007 document, click the Microsoft symbol in the upper left-hand side of the screen and select **Save As**, then **Word 97-2003 Document**.

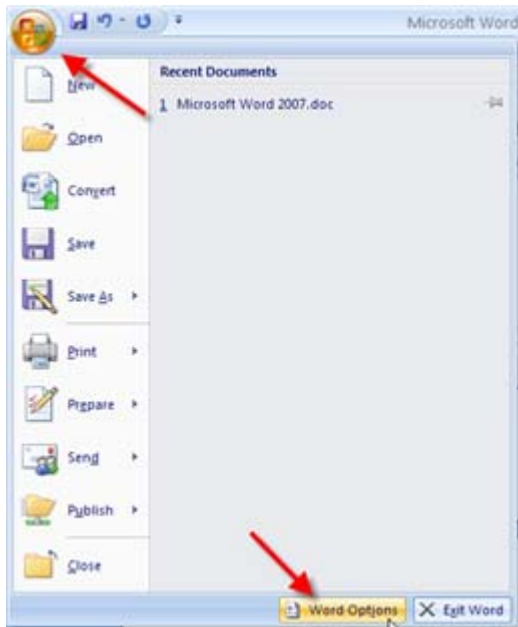


2. Choose the save location and name the file. Click **Save** when ready.



If you want to permanently change the *Word* 2007 .docx format to .doc so you don't have to follow the directions above, make the following changes to the application.

1. Open *Word* 2007 and click on the Microsoft symbol in the upper left-hand corner of the screen then click the **Word Options** button.



2. Click on **Save** in the left-hand column (1) then use the pull-down menu to select **Word 97-2003 (*.doc)** (2). Click **OK** (3) when done.

