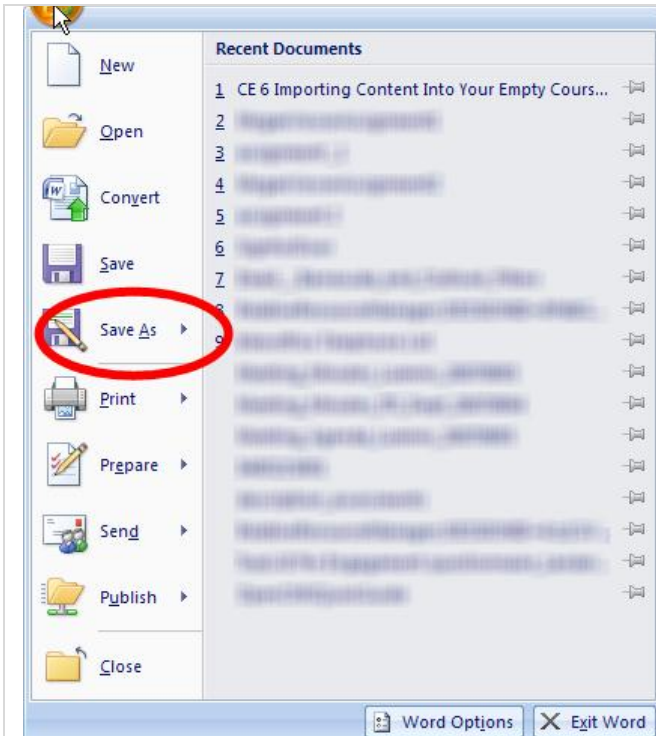



## Saving Files in Word 2007 to be Compatible with Word 2003:

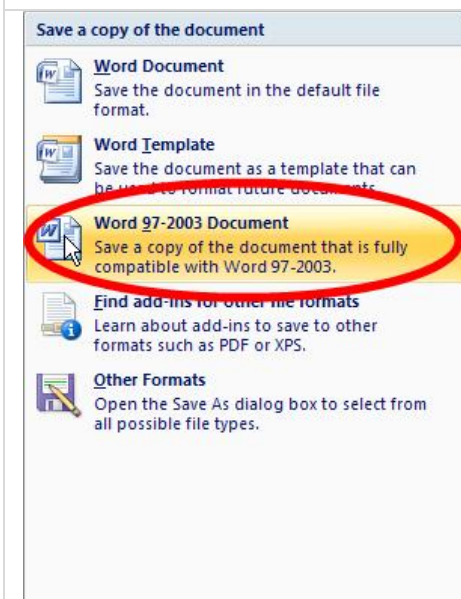
If you are using Word 2007 (part of the Office 2007 suite), you may need to save your documents to be compatible with earlier versions of Word to share them with classmates and faculty members that are not using Word 2007.

To save a single document to be compatible with Word 2003:



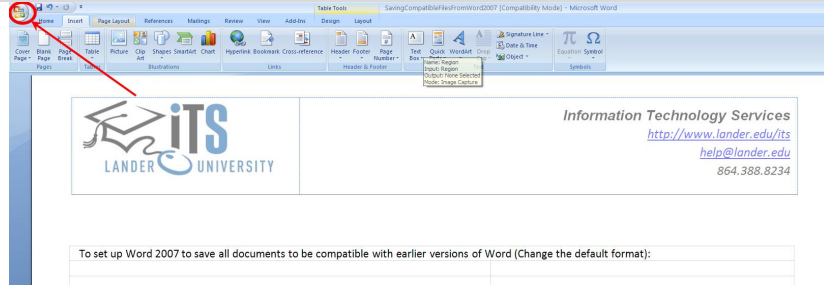
Once you have edited your document and are ready to

save, click on the Office button  at the top left corner of the window and choose **Save As** →

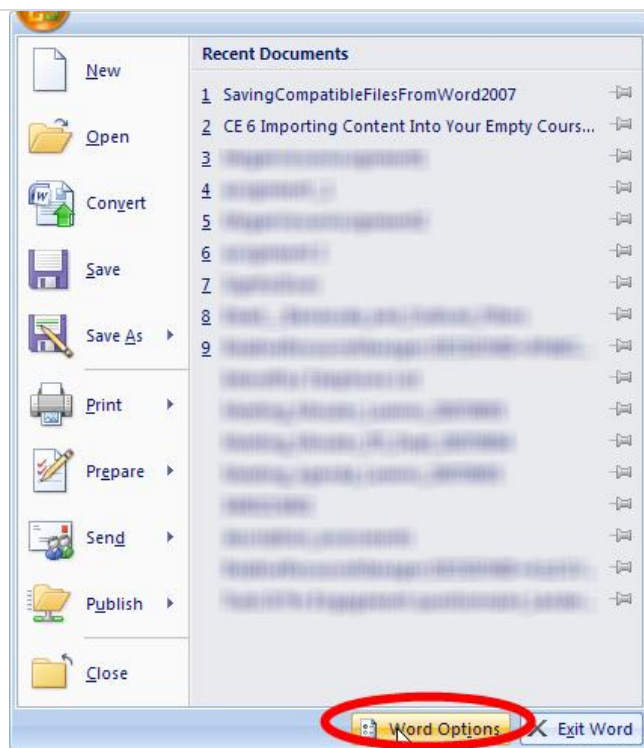


When the menu opens up further, choose **Word 97-2003 Document** and save the file as you normally do (into a folder, to your USB drive, etc...). The file is available to be edited in Word 2007 or an earlier version of Word.

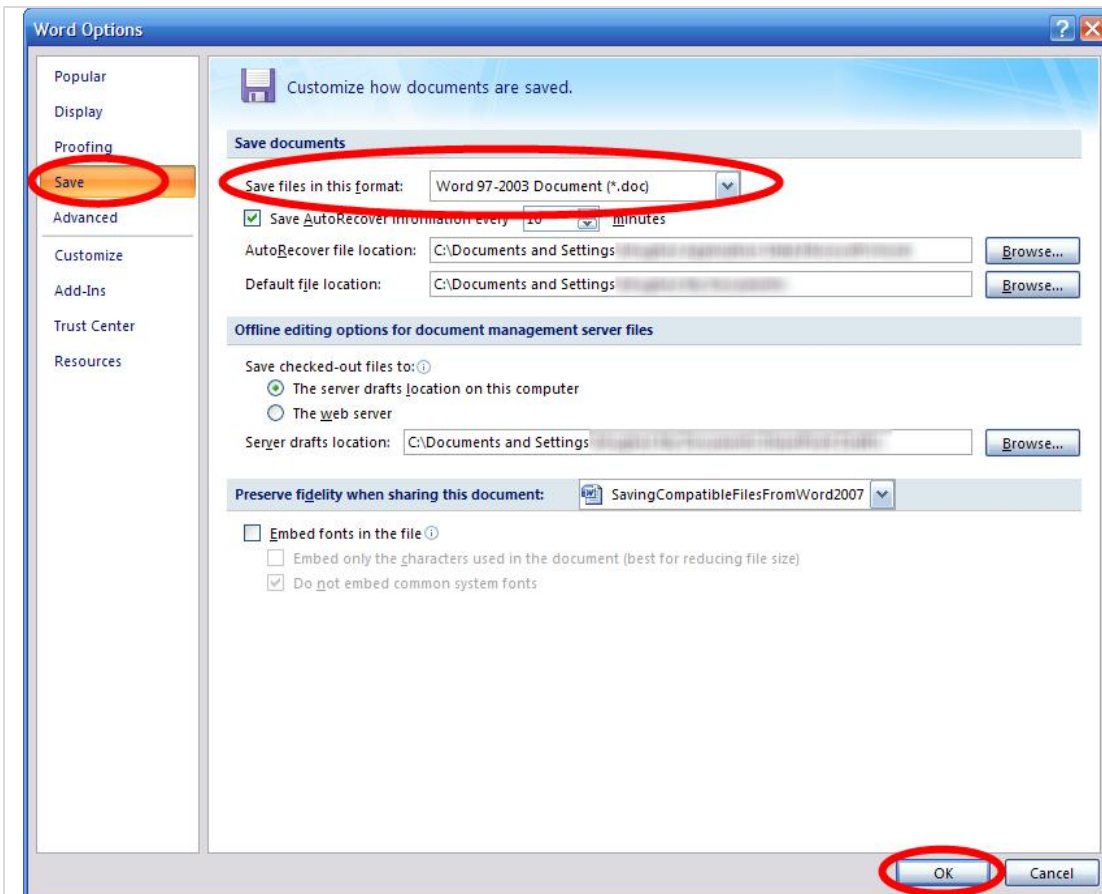
To set up Word 2007 to save all documents to be compatible with earlier versions of Word (Change the default format):



Click on the Office button from within Word 2007.



Click on the **Word Options** button.



Choose **Save**.  
Set the drop down box next to **Save files in this format:** to **Word 97-2003 Document (\*.doc)**.  
Click **OK**.