



How To: Open Office 2007 files downloaded from ANGEL

Office 2007 introduces a new file format which is incompatible with older versions of Office. Files created with the new version of Office are easy to identify because they have file extensions that end with the letter "x." For example, Word 2007 files end with the .docx extension. This differs from files created with previous version of Word, which end with the .doc extension (see chart below). Access 2007 files are the exception; they end with the .accdb file extension.

| Microsoft Office File Name Extension Chart | | |
|--|---------------------|-------------|
| | Office 2000/XP/2003 | Office 2007 |
| Microsoft Word | .doc | .docx |
| Microsoft Excel | .xls | .xlsx |
| Microsoft PowerPoint | .ppt | .pptx |
| Microsoft Access | .mdb | .accdb |

ANGEL users who use the Internet Explorer (IE) browser may experience trouble opening Microsoft Office 2007 files after downloading them from ANGEL. The reason is that ANGEL, when used with IE, replaces the .docx extension with the older extension (.doc). This makes the file unusable. ANGEL users with older versions of Microsoft Office may also experience trouble opening files created with Microsoft Office 2007, regardless of what browser is used (i.e. Internet Explorer, Mozilla Firefox, etc).

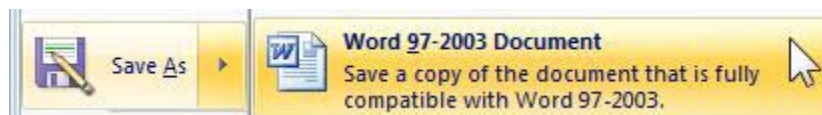
The resolution for this problem is relatively easy. Office 2007 users should follow the steps outlined in *Resolution 1* below before uploading files to ANGEL. If files have already been uploaded to ANGEL using the new Office 2007 file format, follow the steps in *Resolution 2* to ensure that these files open correctly.

Important! Anyone using an older version of Office – including Office 2003, Office XP, and Office 2000 – must download and install the [Microsoft Office 2007 Compatibility Pack](#) from the Microsoft website. After installing the compatibility pack, you'll be able to open, edit, save, and create files in the new file format.

Resolution 1: Save Office 2007 files in Office 2003 format

To ensure that people with older versions of Office will be able to open their documents, Office 2007 users can simply convert their files to the older file format before uploading them to ANGEL. The steps below explain how to save a Word 2007 file in the older Word 2003 file format:

1. Open your file in Word 2007.
2. Click on the **Office** Button (top left  corner).
3. Go down to the **Save As** menu and select the **Word 97-2003 Document** option.



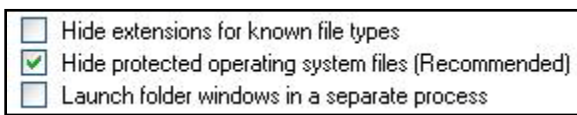
4. Enter a name for the file in the **File name** box.
5. Click the **Save** button.
6. Upload the Word 2003 version of the file to ANGEL.

Note While Microsoft Word is used in the example above, these steps apply to any of the programs in the Office 2007 suite. The Save As menu in Excel includes the option to save as an "Excel 97-2003 Workbook;" PowerPoint includes the option to save as a "PowerPoint 97-2003 Presentation;" Access includes the option to save as an "Access 2002-2003 Database."

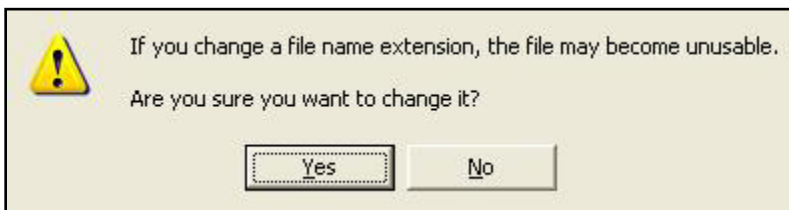
Resolution 2: Change the file name extension after downloading an Office 2007 file from ANGEL

If a file has already been uploaded to ANGEL in the new Office 2007 format, and you have trouble opening the file after downloading it from ANGEL, follow these steps to resolve the issue:

1. Login to ANGEL and download the Word 2007 file to the desktop.
2. Open My Computer, and click **Folder Options** from the **Tools** menu.
3. Click on the **View** tab, scroll through the list of options, and make sure **Hide extensions for known file types** is unchecked (see picture below). Click **OK**.



4. Close My Computer and return to the desktop. The file extension should now be visible (e.g. filename.doc).
5. Right-click the file and select **Rename** from the menu. Add the letter "x" to the very end of the filename (i.e. after the .doc), and press **Enter**.
6. When you receive the message below, click **Yes**.



7. Double-click the file to open it. You should now be able to open the file in Word.

Note While Microsoft Word is used in the example above, these steps apply to any of the programs in the Office 2007 suite. (e.g. Microsoft Excel, Microsoft PowerPoint, Microsoft Access).

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