

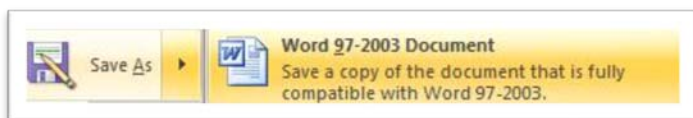
How To: Save Office 2007 files in Office 2003 Format

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. If someone hasn't upgraded to the new version of Office and is still using an older version, they may have trouble opening your Office 2007 files. One workaround is to save your Office 2007 files as Office 2003 files instead.

Save Word 2007 documents in Word 2003 format

The steps below explain how to save a Word 2007 document in the Word 2003 format:

1. Open your document in Word 2007.
2. Click on the **Microsoft Office Button** .
3. Go down to the **Save As** menu and select the **Word 97-2003 Document** option.



4. Enter a name for the document in the **File name** box.
5. Click the **Save** button.

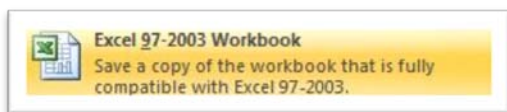
Note To make Word 97-2003 the default file format in Word 2007, click the Office button and then click the Word Options button. When the Word Options window opens, select Save from the left pane. Make sure Word 97-2003 Document is selected from the "Save files in this format" drop-down (see picture).



Save Excel 2007 workbooks in Excel 2003 format

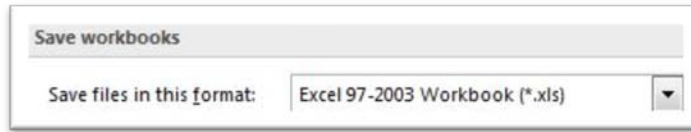
The steps below explain how to save an Excel 2007 workbook in the Excel 2003 format:

1. Open your worksheet in Excel 2007.
2. Click on the **Microsoft Office Button** .
3. Go down to the **Save As** menu and select the **Excel 97-2003 Workbook** option.



4. Enter a name for the worksheet in the **File name** box.
5. Click the **Save** button.

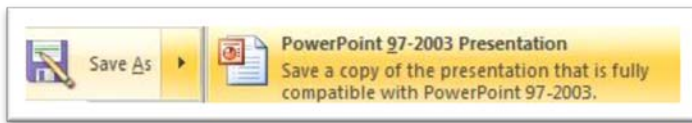
Note To make Excel 97-2003 the default file format in Excel 2007, click the Office button and then click the Excel Options button. When the Excel Options window opens, select Save from the left pane. Make sure Excel 97-2003 Workbook is selected from the "Save files in this format" drop-down (see picture).



Save PowerPoint 2007 presentations in PowerPoint 2003 format

The steps below explain how to save a PowerPoint 2007 presentation in the PowerPoint 2003 format:

1. Open your presentation in PowerPoint 2007.
2. Click on the **Microsoft Office Button** .
3. Go down to the **Save As** menu and select the **PowerPoint 97-2003 Presentation** option.




4. Enter a name for the presentation in the **File name** box.
5. Click the **Save** button.

Note To make PowerPoint 97-2003 the default file format in PowerPoint 2007, click the Office button and then click the PowerPoint Options button. When the PowerPoint Options window opens, select Save from the left pane. Make sure PowerPoint 97-2003 Presentation is selected from the "Save files in this format" drop-down (see picture).



Save Access 2007 databases in Access 2003 format

The steps below explain how to save an Access 2007 database in the Access 2003 format:

1. Open your database in Access 2007.
2. Click on the **Microsoft Office Button** .
3. Go down to the **Save As** menu and select the **Access 2002-2003 Database** option.



4. Enter a name for the database in the **File name** box.
5. Click the **Save** button.

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