

Saving Word 2007 Files in Word 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 Office 2007 and is still using an older version, they may have trouble opening your Office 2007 files. A workaround is to save your Office 2007 files as Office 2003 files instead.

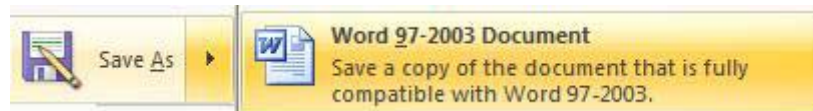
The steps below explain how to save a Word 2007 document in the Word 2003 format:

1. Open or create your document 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 document in the **File name** box.

5. Click the **Save** button.