
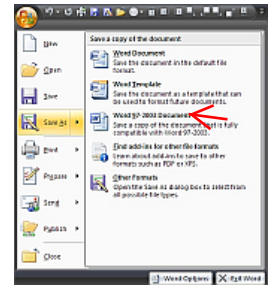



Getting Started – Opening and Saving a Document

Start a New document	<p>MS Office Button >> New</p> <ul style="list-style-type: none"> The MS Office Button is located in the top left corner of the Word 2007 Window 	
Open an existing Document	<p>MS Office Button >> Open</p>	
Open a file from a different Version or Format	<p>Word 2007 will automatically convert a document from a compatible version of Word or from .txt, .rtf, or Microsoft Works (*.wks)</p> <ul style="list-style-type: none"> Your document will open in Compatibility Mode This will prevent you from using certain tools in Office 2007 which are not compatible with Office XP, 2000 or 2003 When you finish editing a document, be VERY CAREFUL to save any converted documents in their original format Please read the Important Notes below regarding saving in Office 2007. 	

IMPORTANT NOTES: Saving Documents in Office 2007

- In the Computer Labs, files on the **Desktop** are **NOT SAVED** when you log off.
 - ALWAYS** use **Save As...** to save your file to a USB Flash Drive or floppy disk
 - You can also save a file to the Desktop and then send an email to yourself with the file as an attachment
- If you do **NOT** run Office 2007 at home and you save a document here as Word 2007 (*.docx), **YOU WILL NOT BE ABLE TO OPEN IT AT HOME!** (see step 3 below)
- If you have **Office XP, 2000 or 2003** or you use a **Mac** at home
 - You will have to save documents you create in the QCC labs as an older version
 - Go to **MS Office Button >> Save As**
 - Choose **Word 97-2003 Document (*.doc)**
 - DO NOT CHOOSE** Word Document (*.docx), Excel (*.xlsx), or PowerPoint (*.pptx).
- If you are using a PC at home running **Office XP, 2000 or 2003**
 - You can download the **MS Office 2007 to Office 2003 Compatibility Pack** from Microsoft's website
 - <http://www.microsoft.com/downloads/> (fileformatconverters.exe)
 - Under **New Downloads**, choose "**Microsoft Office Compatibility Pack for Word...**"
 - Even with the Compatibility Pack, you might **lose data / formatting** when you save as an older version
 - There is no Compatibility Pack available for **Mac** yet.



Save the current document	<p>MS Office Button >> Save or Save As...</p> <ul style="list-style-type: none"> Please read the Important Notes above regarding saving in Office 2007! 	
Save a document as a different Name, Version, or Format	<ul style="list-style-type: none"> In the bars at the bottom of the Save As... Window Give your document a new name in "File Name:" Select the version and format from "Save as type:" 	