

FAQ 2 – Saving Word 2007 Files for Word 97-2003

How-To: Save MS Word 2007 files so computers with older versions of MS Word installed can open them.

When this is applicable:

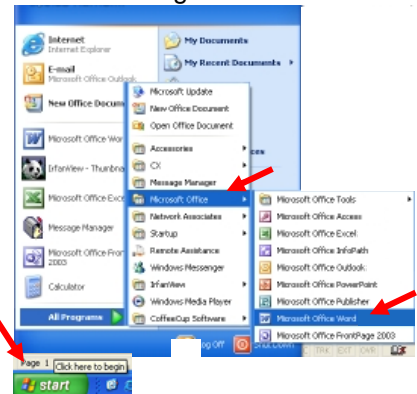
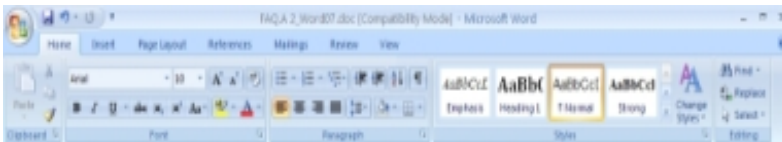
- When the person *sending* the document has Word 2007 installed on his/her computer AND
- The person *receiving* the file has an older version of MS Word. Older versions include Word 2003, Word XP and Word 2000.
- Note: This applies to the MS Office software, not to the version of the MS Windows operating system

Why do MS Word 2007 files cause problems with older versions of MS Word?

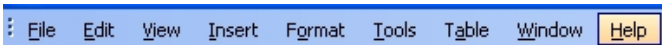
- Microsoft has changed the file formats of all MS Office documents. The new Word 2007 formats are XML-based; older Word versions were not.
- The new file extensions for MS Word documents are these: *.docx*, *.docm*, *.dotx* and *.dotm*.
- File extensions for older MS Word programs are these: *.doc* and *.dot*.
- As a result, older versions of MS Word don't recognize the new file extensions as being Word documents and aren't able to read the files.

How to determine which version of MS Word you have on your computer:

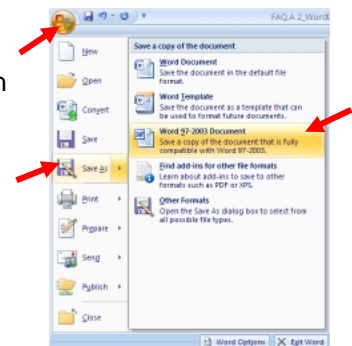
1. Go to Start->All Programs->Microsoft Office->Microsoft Word.
2. Select and click Microsoft Word.
3. MS Word will open a new blank document.
4. If you have this toolbar at the top of your screen, you have Office 2007:



5. If you see this toolbar at the top of the MS Word window, then you have an older version of MS Word.

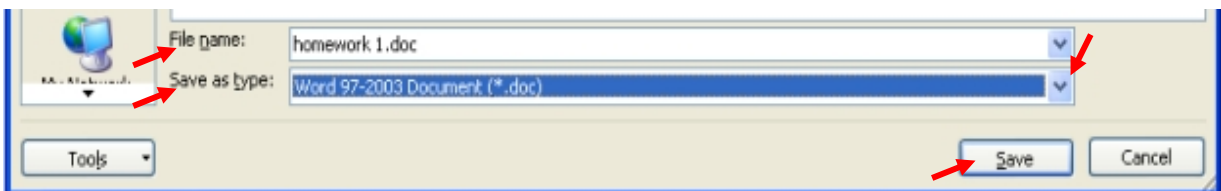


6. If you have **any** MS Word version **other than MS Word 2007**, you don't need to do anything else. However, **if you have MS Word 2007** installed on your computer, then you will need to do the following for **ALL QCC assignments** that you complete in MS Word on your computer.



7. After typing your name, go to **Save As** and select **Word 97-2003 document**.

8. In the dialog box that opens, name your file. Then, use the black arrow next to the **Save as type** to expand your saving options. To make your file compatible with those on campus, you need to make sure that either **Word 97-2003 document (*.doc)** or **Rich Text Format (*.rtf)** shows as the **Save as type**. Since this is not the default for MS Word 2007, you will need to be sure you change to one of these file extensions each time you save an assignment.



Note: These settings can be made permanent, but we do not recommend doing so because many of the new features of Word 2007 would no longer be supported.