

## Saving a file in Office 2003-compatible format from Office 2007:

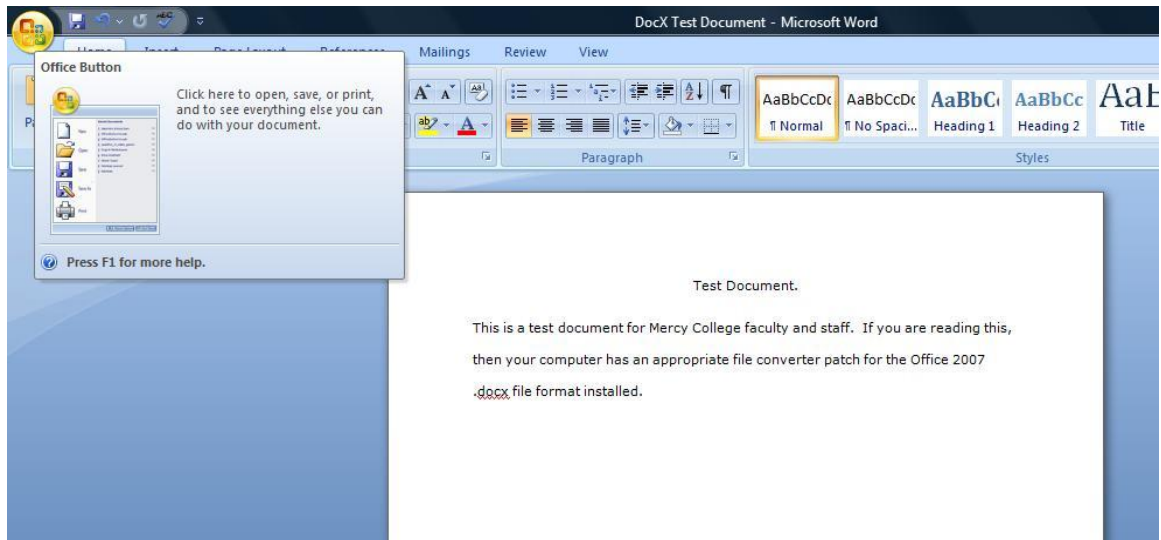
1. By default, Office 2007 will save files as its own format. For example, Microsoft Word will save files as a .docx type. Because Mercy Medical Center and the Mercy College do not presently use Office 2007, it is necessary to save files in a compatible format.

Please note the differences in file extensions between the program versions, listed in the table below:

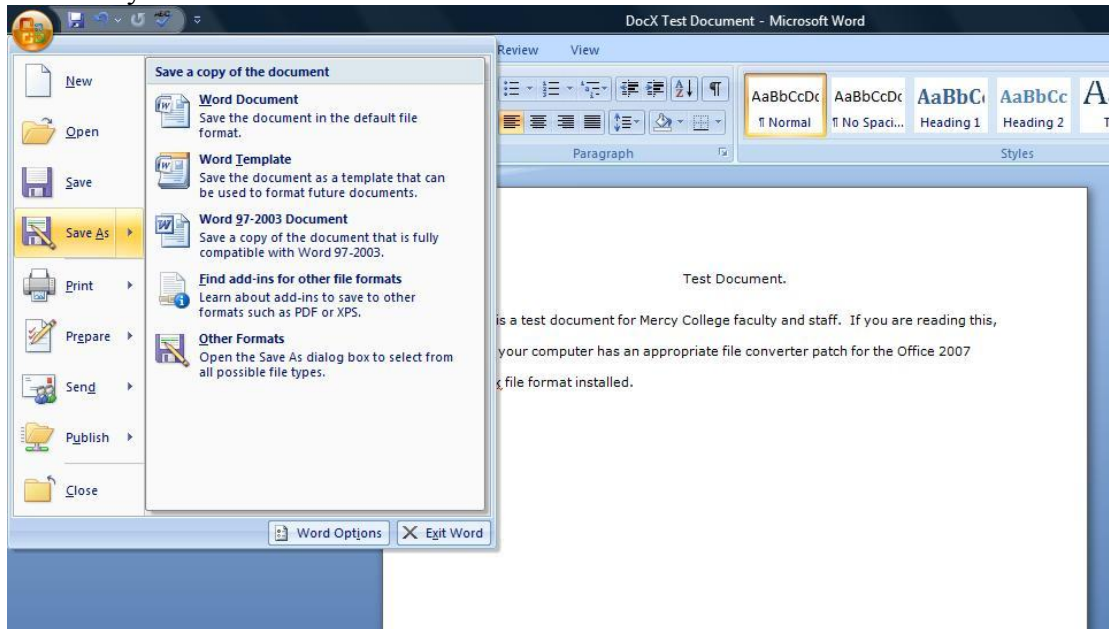
Program	Office 2003 Extension	Office 2007 Extension
Word	.doc	.docx
PowerPoint	.ppt	.pptx
Excel	.xls	.xlsx

2. For example: to save a Word 2007 document as a Word 2003 compatible file (.doc):

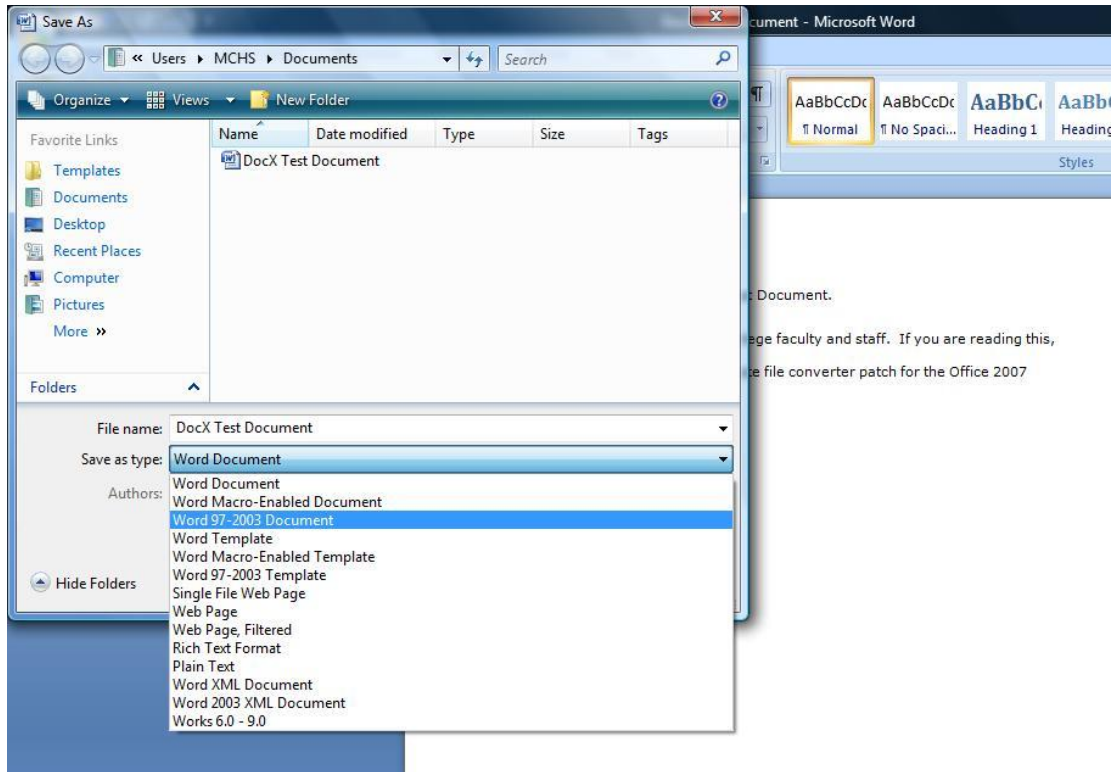
Once you are ready to save your document, click on the Office button in the upper left-hand corner.



3. From the menu, there are a couple options. If you place the cursor over 'Save As', you will receive a few different options. Select 'Word 97-2003 Document' and save your file.



Conversely, if you click 'Save As', a window will open to allow you to save the file.



The new file should be a .doc file (Word 97-2003 Document) as opposed to a .docx (Word 2007) file – two example items are shown below.

