

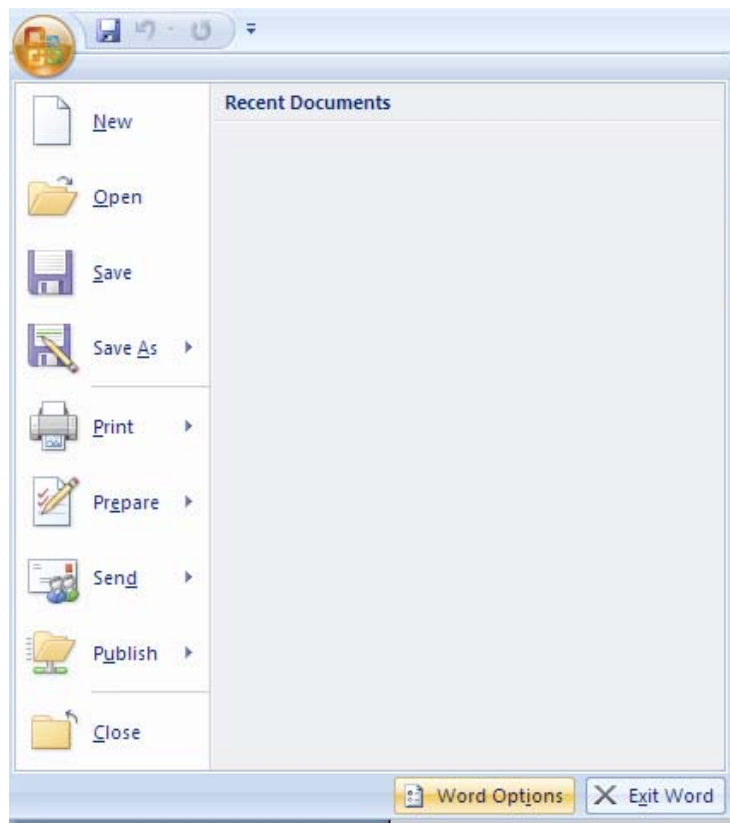
Office 2007 Compatibility - File Formats

Not everyone upgrades to the newest version of Office. As a general rule, new software versions are **backward-compatible**, meaning that documents saved by an older version can be read by newer software. The reverse is not always true, so Office 2007 includes a feature called "Compatibility Mode". When you open a file created in an earlier version of Office, "Compatibility Mode" appears in the title bar, letting you know the file was created in an earlier, but recognizable version of the program. If you are working with others who are not using the newest version of the software, you can avoid possible incompatibility problems by saving your file in an earlier format.

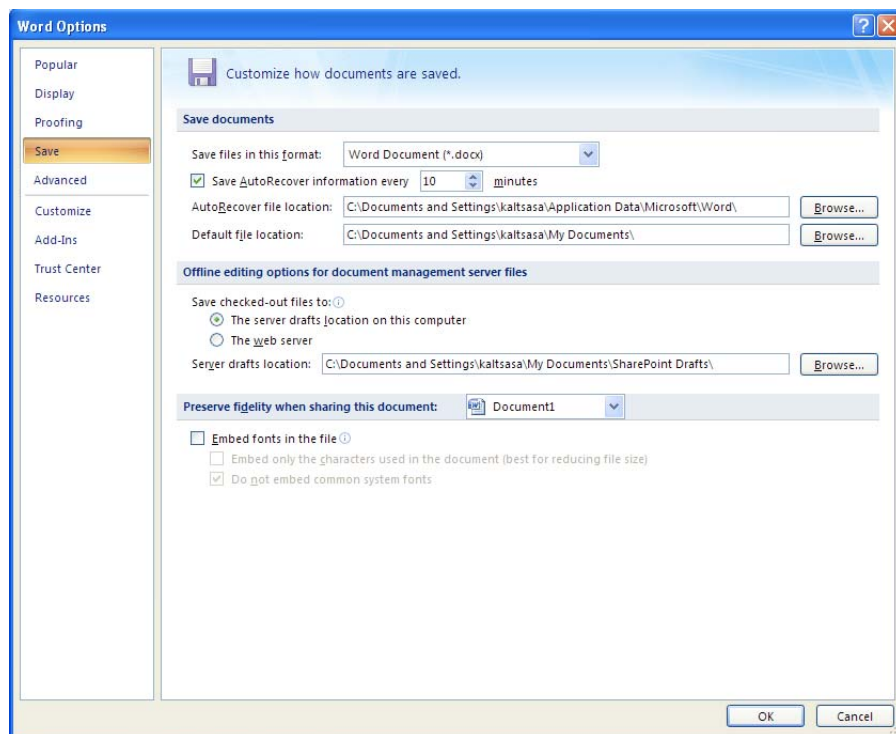
ITS is setting the default "Save/Save As" format for Word 2007 as the 97-2003 format (.doc) instead of the new 2007 format (.docx). This is to enable compatibility between different versions of Word while the campus transitions to Office 2007. New installations from here on out will be set to default to .doc. ITS will be installing Office 2007 on all summer 2007 replacement computers.

CHANGING SAVE DEFAULTS

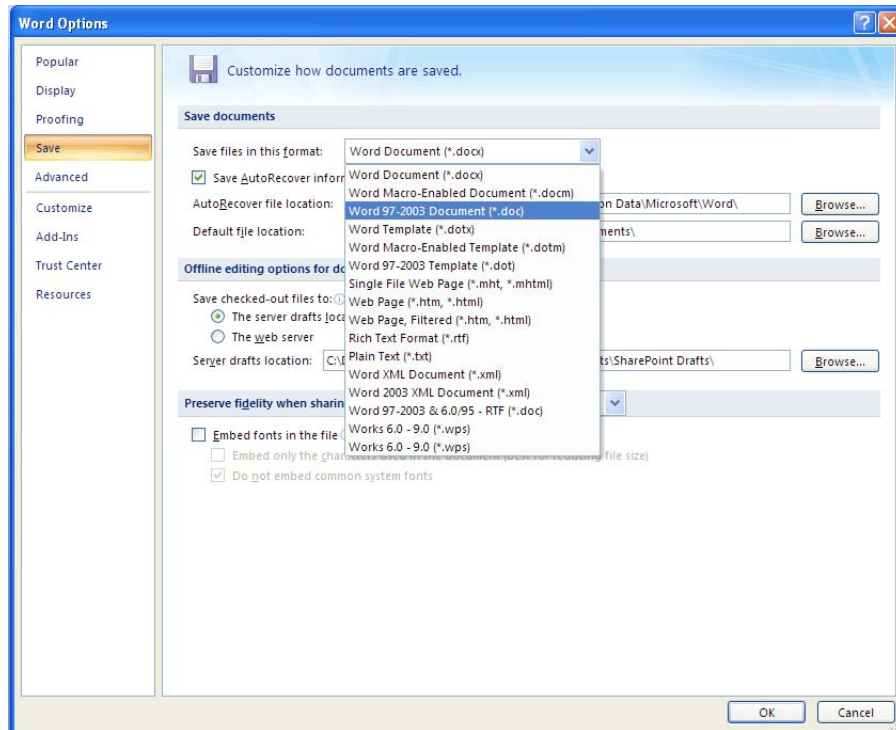
To change defaults in Word 2007, click the Office Button and then click Word Options.



Click the **Save** tab in the left-hand pane.



This will bring up the options to customize how documents are saved. Under “Save Documents” heading click on the drop down arrow next to “Save files in this format”. Select Word 97-2003 (*.doc). All future saves will then default to .doc.



CHANGING SAVE DEFAULTS USING “SAVE AS”

There is another way to save your files in an earlier format. To do this, click the **Office button**, point to the **Save As** command, then click a choice on the **Save As** submenu.

As a result, if you’re working in Excel, click Excel 97-2003 Workbook format. When the **Save As** dialog box opens, you’ll notice that the **Save as type** box reads “Excel 97-2003 Workbook” instead of the default “Excel Workbook.”

To see more file format choices, such as Excel 97-2003 Template or Microsoft Excel 5.0/95 Workbook, click **Other Formats** on the **Save As** submenu. In the **Save As** dialog box, click the **Save as type** button, click the choice you think matches what the person you’re sharing the file with uses, then click **Save**.

Any questions or concerns should be directed to the desktop support team leaders, Mark Watts (watts@grinnell.edu) or Karen McRitchie (mcritchi@grinnell.edu) or by calling extension 4901.