

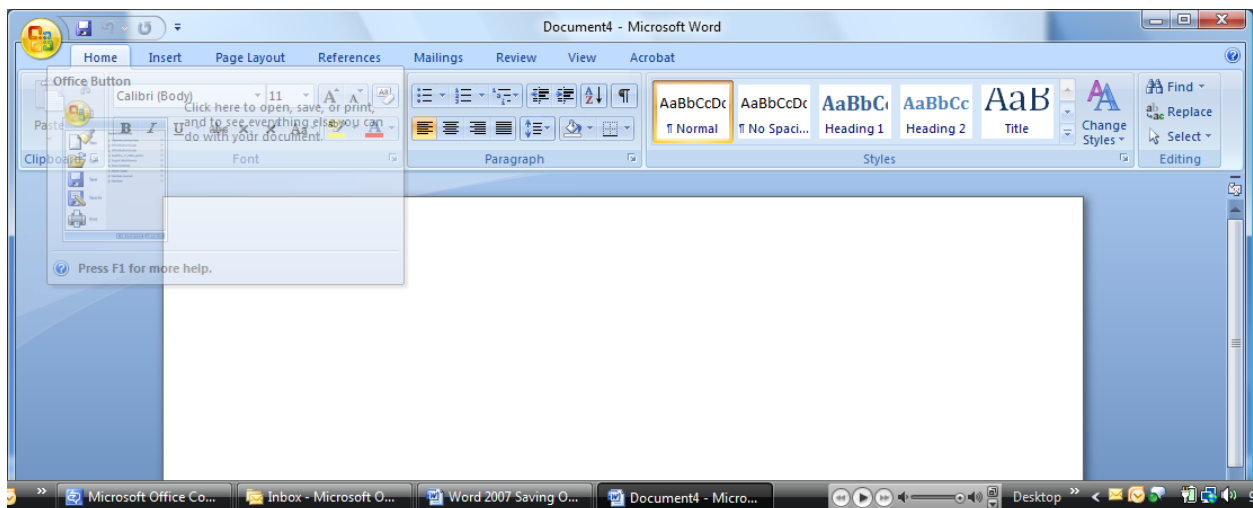
# Configuring Word 2007 to save in a format accessible to all previous versions of Word.

The following instructions are designed for configuring Microsoft Word 2007 to save all future documents in a format that is accessible to all previous versions of Microsoft Word.

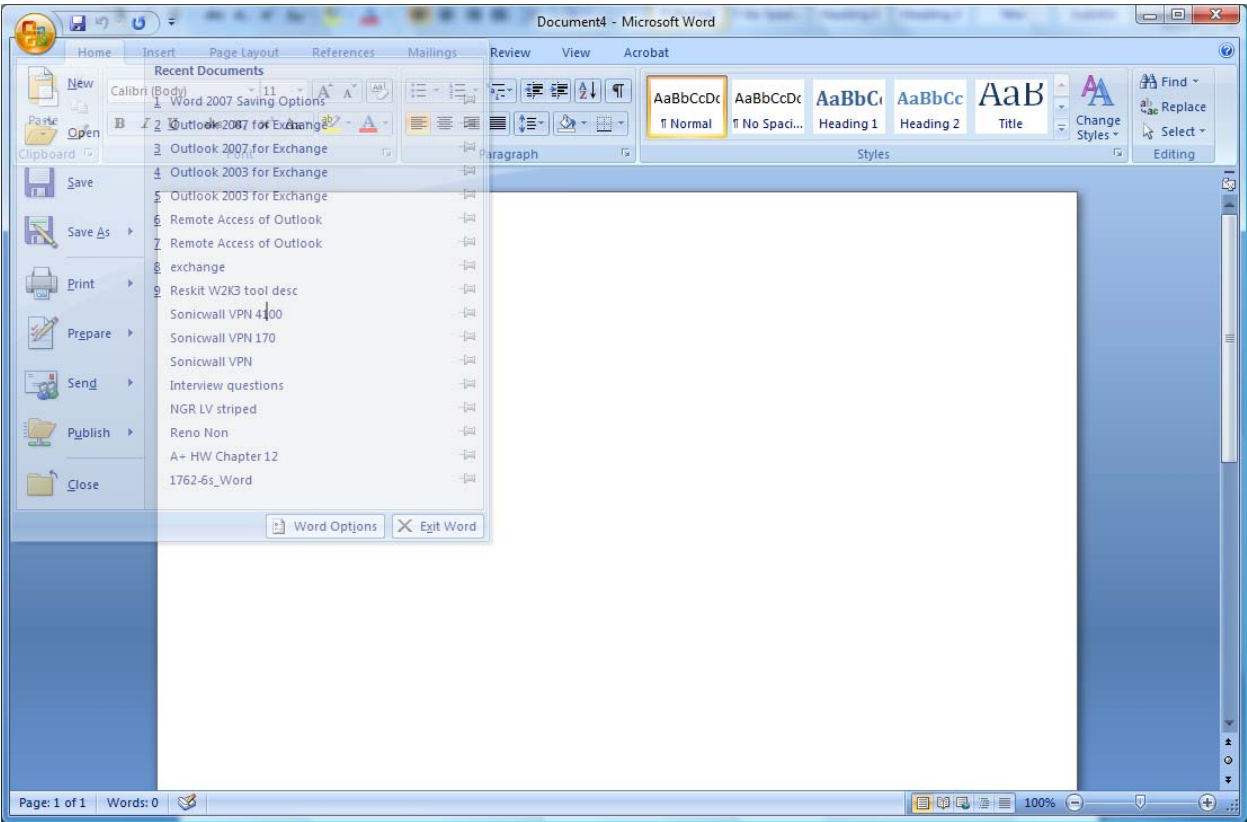
Start Word 2007. Click Start, All Programs, Microsoft Office, Microsoft Office Word 2007.

The screen will show a new blank document. Now click on Windows Button in the top left hand corner of the screen.

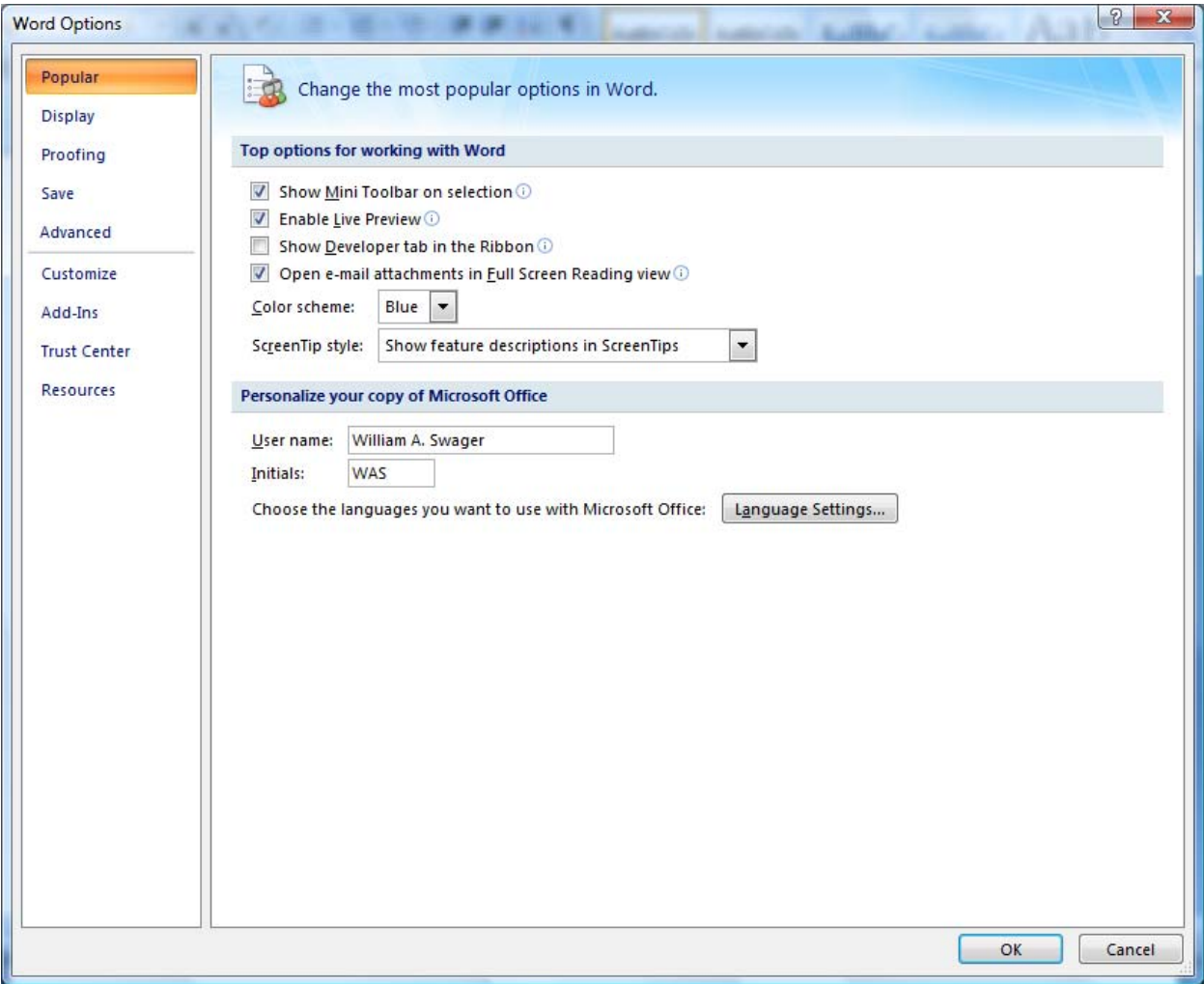
**Hint:** The yellow circle in the top left hand corner.



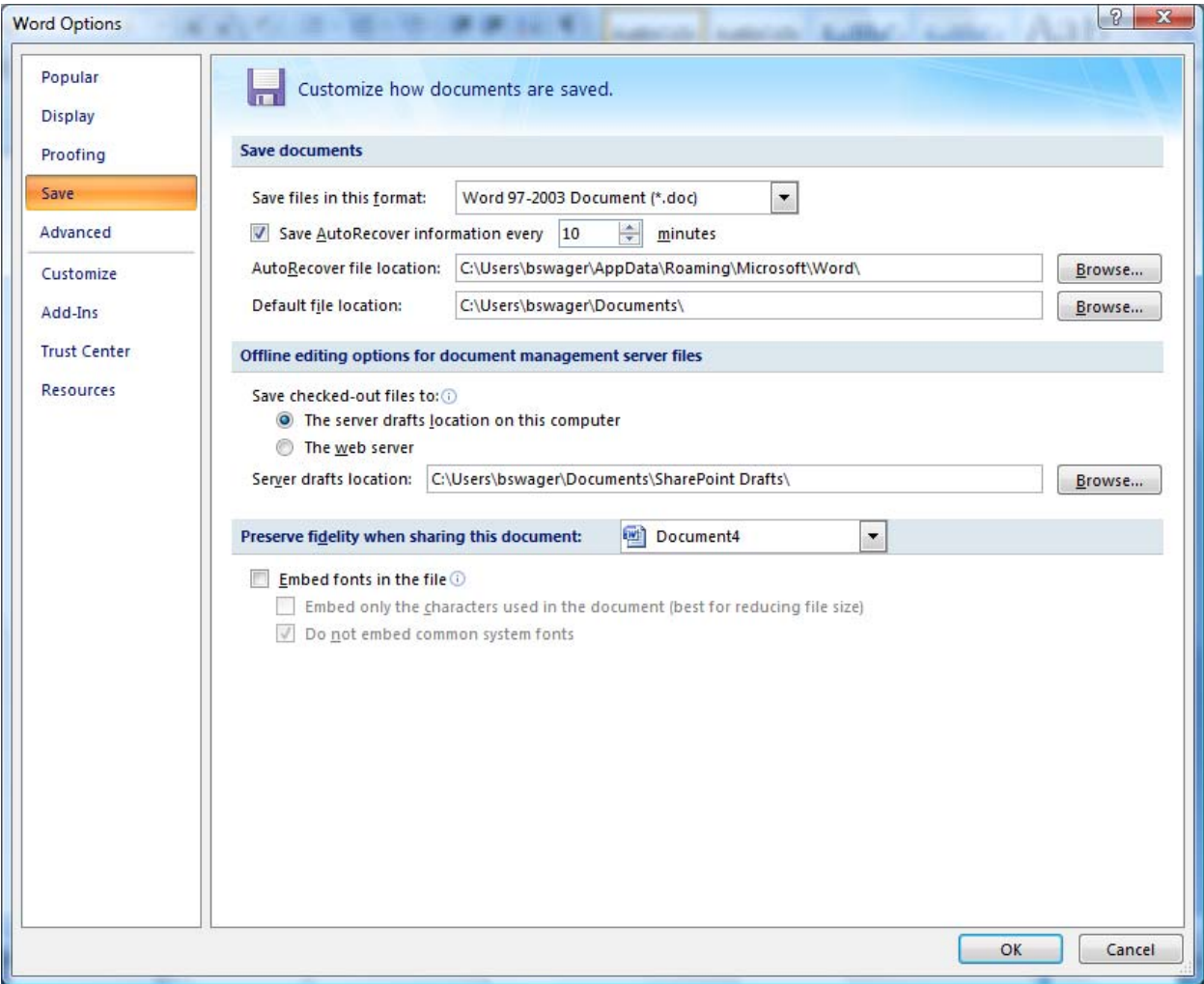
Then click on Word Options next to Exit Word in the middle of the open screen.



Now click on Save to open the Popular Word Options screen.

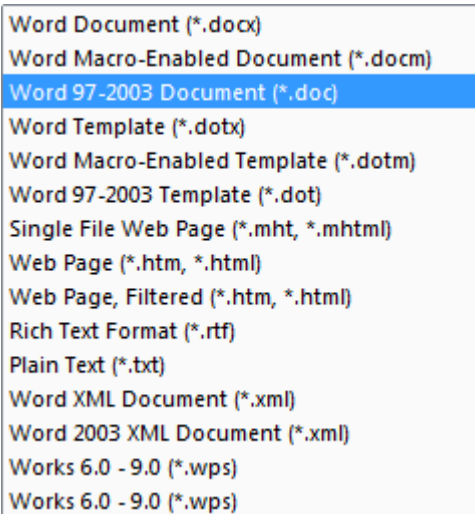


Here in the Word Options screen, click on Save to open the next screen.



Now you should be on the Customize how documents are saved screen as shown above:

Under Save documents, click on the pull down menu next to Save files in this format: Change the format from Word Document (\*.docx) to Word 97-2003 Document (\*.doc).



Click OK to save your settings and to be returned to your blank document.

From this point on all your documents will be saved in a format that is accessible to people running Word 97 to 2003 and 2007.

If you receive a document that we made in Microsoft Office Word 2007 you'll be able to open and edit with the program. Once you open the document, any changes will be saved in the original format of Office 2007 and will still have the file extension of .docx.

If you continue to save documents in the 2007 format (\*.docx) extension, only people with Word 2007 will be able to read your documents unless they have installed the file format convertor.

If necessary, you can tell the receiver of your Word 2007 documents to obtain the viewer from our website for free. Here is the link to the file convertor.