

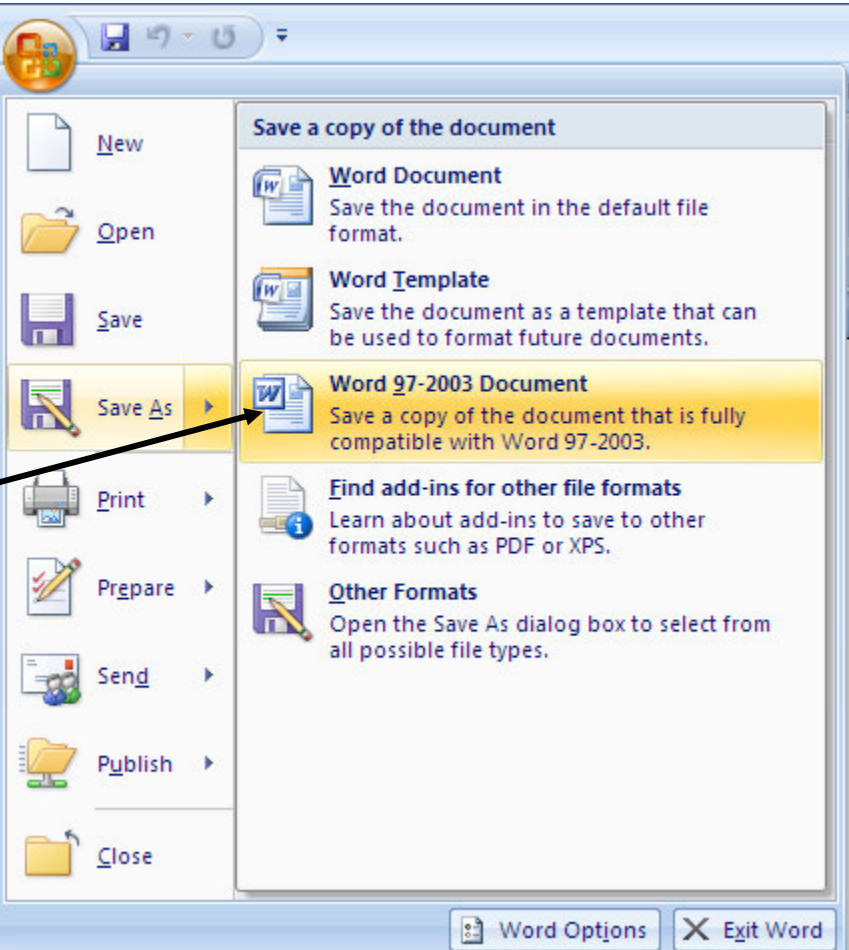
How to Save Word 2007 files as .doc

Ohio Dominican University • Center for Instructional Technology and eLearning

Microsoft Office 2007 saves files in OpenXML format, which can not be opened with older versions of Microsoft Office (97-2003). File extensions for Office 2007 include .docx (Word), .xlsx (Excel), and .pptx (PowerPoint).

Because Office 2003 is the most widely used software, those using Office 2007 should save their files without the new extensions so others can open and read the files. There are other benefits of saving files in this way, most notably for file submission in ANGEL.

Save Word 2007 in .doc format



Click the **Office Button**

Point to **Save As**

Choose **Word 97-2003**

This file will now be saved as **.doc** rather than **.docx**. Others will be able to open your file regardless of what version of Office they are using.

The screenshot shows the Microsoft Word 2007 interface. The Office Button is highlighted in the top left corner. The 'Save As' menu is open, and the 'Word 97-2003 Document' option is selected and highlighted in yellow. The 'Save As' dialog box is also open, showing the 'Word 97-2003 Document' option selected. The 'Word Options' and 'Exit Word' buttons are visible at the bottom right of the dialog box.

Convert a .docx file you received

If you are running Office 2000, XP, or 2003 and you received a .docx file, you can download and install the Compatibility Pack from Microsoft. This application will allow you to view .docx, .xlsx, and .pptx files. The Compatibility Pack may not work properly with Office 97.

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

<http://elearning.ohiodominican.edu>