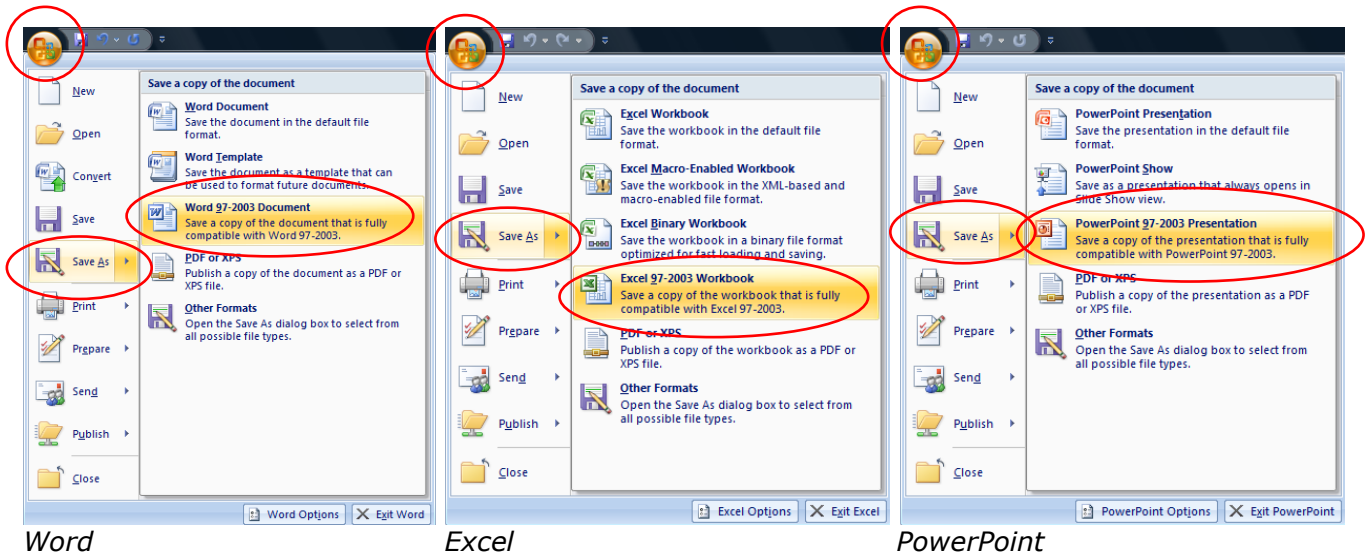


# Saving an Office 2007 File in the 97-2003 Format

Microsoft Office 2007 introduces a new file format (.docx for Word, .xlsx for Excel, & .pptx for PowerPoint) that is not fully compatible with previous versions of Microsoft Office. If you create a new document in Office 2007 using the new file format it may not open properly in a classroom or lab computer. Saving the file in the previous Office file format (.doc for Word, .xls for Excel, & .ppt for PowerPoint) will prevent this problem.

1. In your Word, Excel, or PowerPoint file click on the *Office Button* (the round button in the upper-left corner of the screen).
2. Hold your mouse over **Save As**.
3. Click on **Word 97-2003 Document**, **Excel 97-2003 Workbook**, or **PowerPoint 97-2003 Presentation** depending on the program you are using.



4. Give the file an appropriate file name, select the location you want to save the file to, and click **Save**.
5. The file that you saved should open properly in previous versions of Office installed on academic computers.

For questions or comments regarding this document, please email [helpdesk@hamilton.edu](mailto:helpdesk@hamilton.edu).