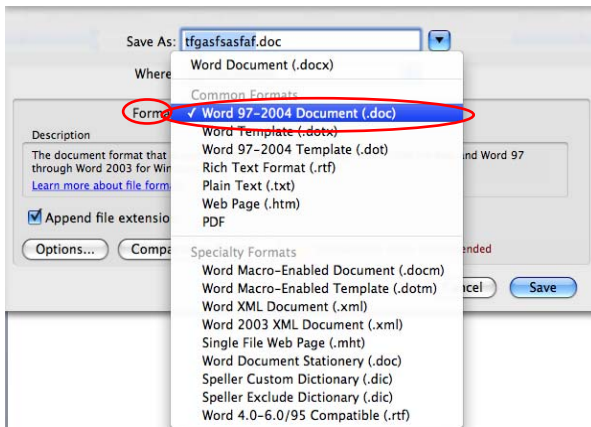


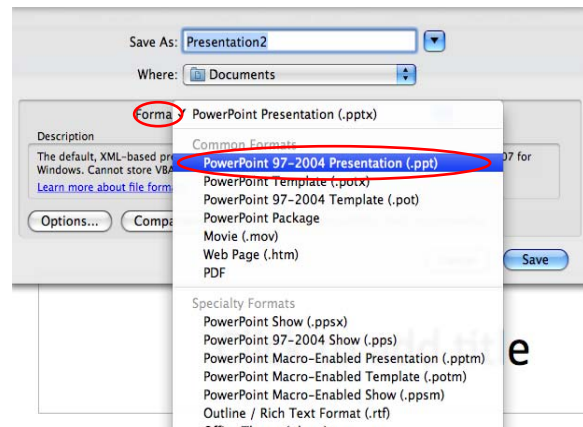
Saving an Office 2008 File in the 97-2004 Format

Microsoft Office 2008 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 2008 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.

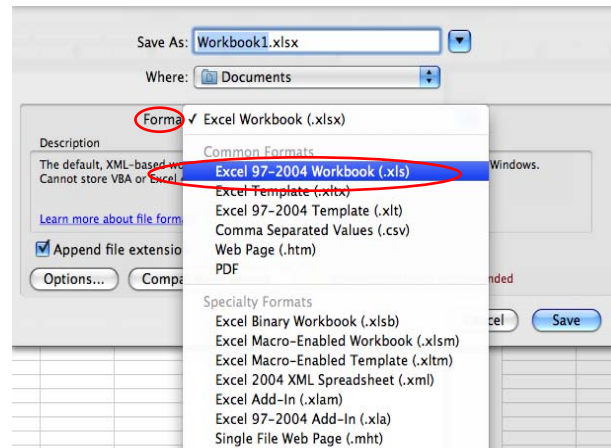
1. In your Word, Excel, or PowerPoint file go to **File** (top left corner).
2. Under File, click **Save As**.
3. Click **Format**.
4. Click on **Word 97-2004 Document (.doc)**, **Excel 97-2004 Workbook (.xls)**, or **PowerPoint 97-2004 Presentation (.ppt)** depending on the program you are using.



Microsoft Word



Microsoft Powerpoint



Microsoft Excel

5. Give the file an appropriate file name, select the location you want to save the file to, and click **Save**.
6. 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.