

Save a Word 2007 Document as a Word 2003 File *Once in a While*

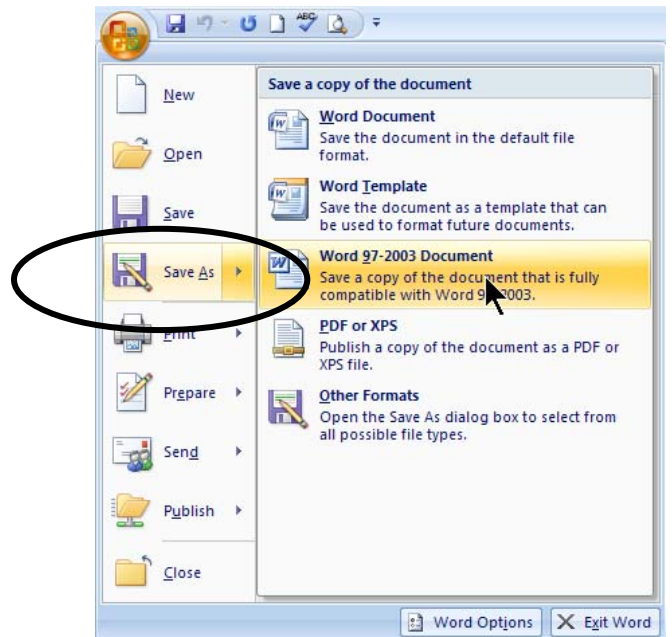
Most of your documents can be saved in the Word 2007 format, but for those times you need to save them in the older format, see the following instructions.

1. In Word 2007

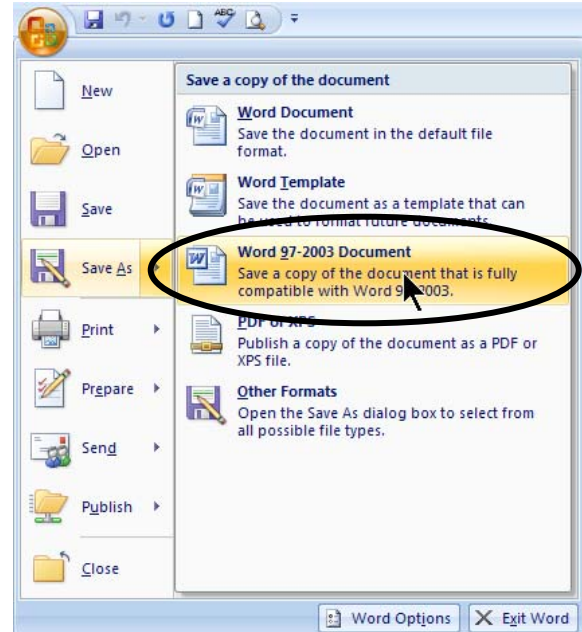
2. Click the Office button



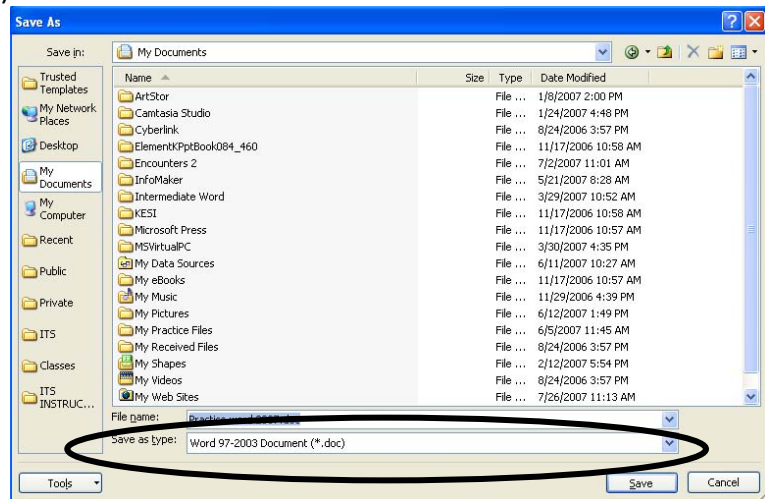
3. Point (don't click) on Save As



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- Click on word 97-2003 Document



- Note the Save as type:
Word 97-2003 document (*.doc)



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- Click Save
 - The file's title bar will display [Compatibility Mode]

Practice word 2007.doc [Compatibility Mode] - Microsoft Word

- First time you have saved this file?
You will have one version of the file (*.DOC)
Was this an existing file saved in the new format (*.DOCX)
You will now have two versions of the file
 - The new version (*.DOCX)
 - The old version (*.DOC)
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