

The Microsoft Office Suite 2007 incorporates all new file extensions for Word, Excel, and PowerPoint aimed at reducing file sizes, improving security and reliability, and to enhance integration with external sources. These new formats can not be opened in older versions of Office without performing one of the two options listed below.

Format Changes:

	Word	Excel	PowerPoint
Office '97-2003	.doc	.xls	.ppt
Office 2007	.docx	.xlsx	.pptx

There are two options to ensure that you and your co-workers will be able to open, edit, and save Microsoft Office files.

Option One: Install the Microsoft Office Compatibility Pack.

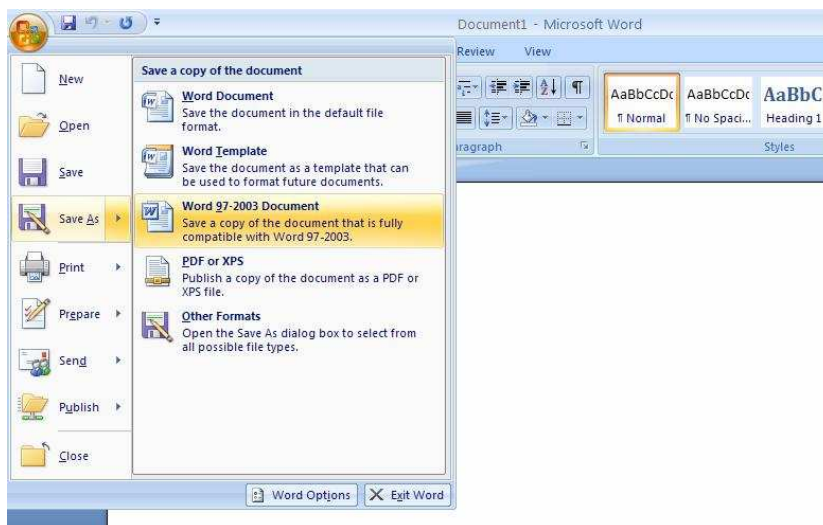
When installed on a computer running an older version of Microsoft Office, the Compatibility Pack will allow you to open, edit, and save Word, Excel, and PowerPoint files which are in the new Office 2007 formats.

1. Go to the following link: <http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en> and click the Download button.
2. Click Run or Save to download the installer file.
3. Once fully downloaded, click Open or Run.
4. Click the check box to accept Microsoft Software License Terms, and click Continue.
5. Allow the Compatibility Pack to install. Click Ok to finish.

Option Two: Save documents in Office '97-2003 file formats.

Saving documents, spreadsheets, and presentations in the older Office '97-2003 format will allow those users who do not have the Compatibility Pack installed to open your file. This is accomplished using the “Save as type” function. Microsoft Office 2007 provides an easy way to save files in other formats.

1. Click the Office button in the top left corner.
2. Move your mouse over “Save As.” You will see an option to save in the 97-2003 file format. See an example screenshot from Word 2007 below.



3. Type in a file name and click “Save.”