




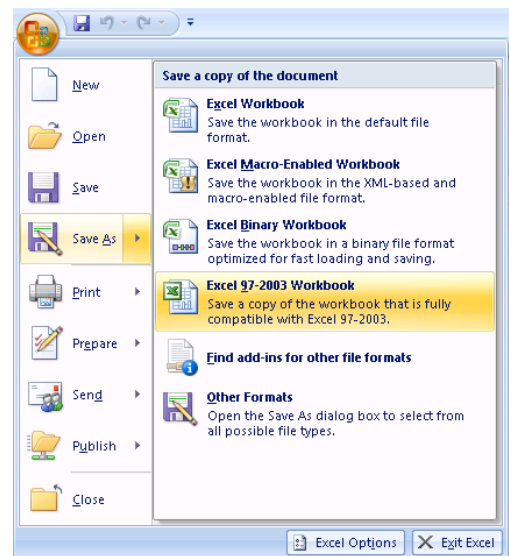
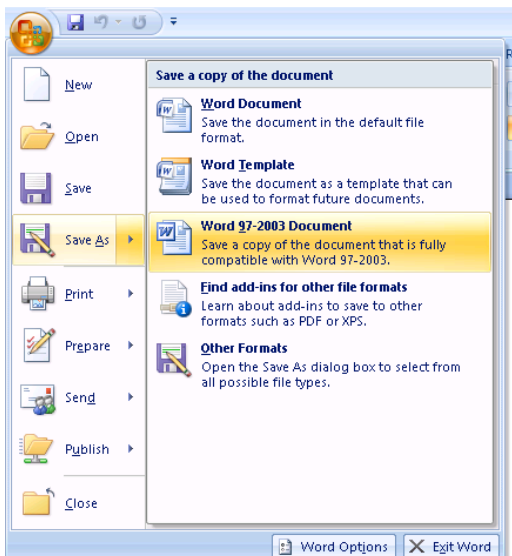
Saving in Office 2003 format with Office 2007

Microsoft Office 2003 cannot open Office 2007 documents by default. To get round this, save your work in compatibility format or install the compatibility pack.

Using compatibility format

It's the same throughout the office suite:

1.  Click the *office orb* in the top left of the application (e.g. Word)
2. Click the *right arrow* next to *Save As*
3. Choose *Word 97-2003 Document* (or which ever application you're in)



Using the compatibility pack

Microsoft have released a *compatibility pack* that allows Office 2003 to read Office 2007 documents but this will cause certain “Office 2007 features to not appear”.

Get information, download and install from:

<http://support.microsoft.com/kb/923505>