

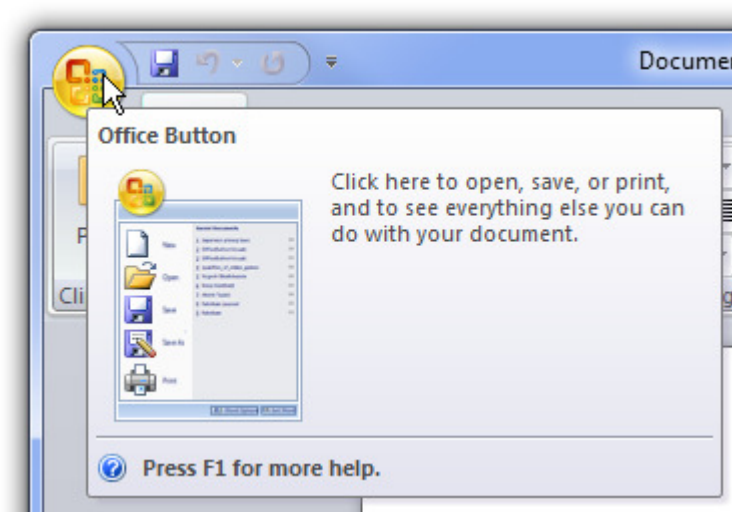
Always Save Microsoft Word 2007 In Microsoft Word 2003 Format

Microsoft Office 2007 is a major update to the Microsoft Office Suite. Word and other programs in the suite will use new document formats. Word 2007 saves files in the .docx format, which is different from the .doc format used in Word 97-2003.

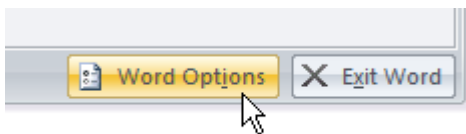
The new document format in Word 2007 can cause difficulties when it comes time to share your documents electronically.

So, if you upgrade to Word 2007, you should consider changing your save settings. You can save your documents in a format that is compatible with earlier versions of Microsoft Word. That way, you won't have any problems sharing documents (you can do the same thing in Excel).

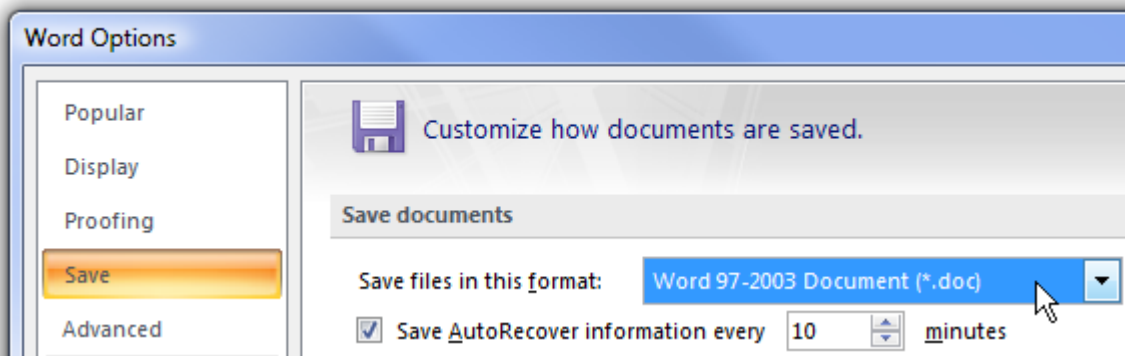
To change this setting, click on the Office Button in the upper left hand corner.



Now click the Word Options button in the menu.



Click on the Save tab, and then change the drop-down menu for "Save files in this format" to be "Word 97-2003 Document".



Now you won't send the wrong format by accident anymore.