

Office 2007 Users:

Reasons for Saving a Word 2007 Document in an Older File Format

People who use Word 2003 will not be able to open or work with files created in Word 2007. Word 2007 users should save their files in the Word 2003 file format (.DOC) if the files are sent to others who may not have Word 2007. If not sure what version of Word the recipient has, be cautious and save the document in the older file format (*.DOC).

- *.DOC – Word 2003 extension
- *.DOCX – Word 2007 extension

Links to Instructions

Follow the same instructions for saving files in the older file format in Excel

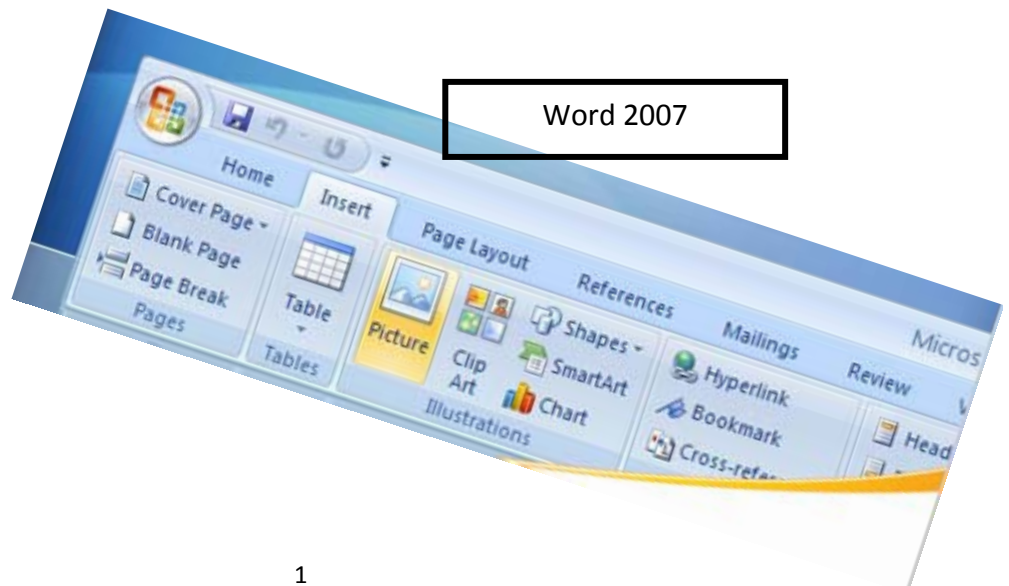
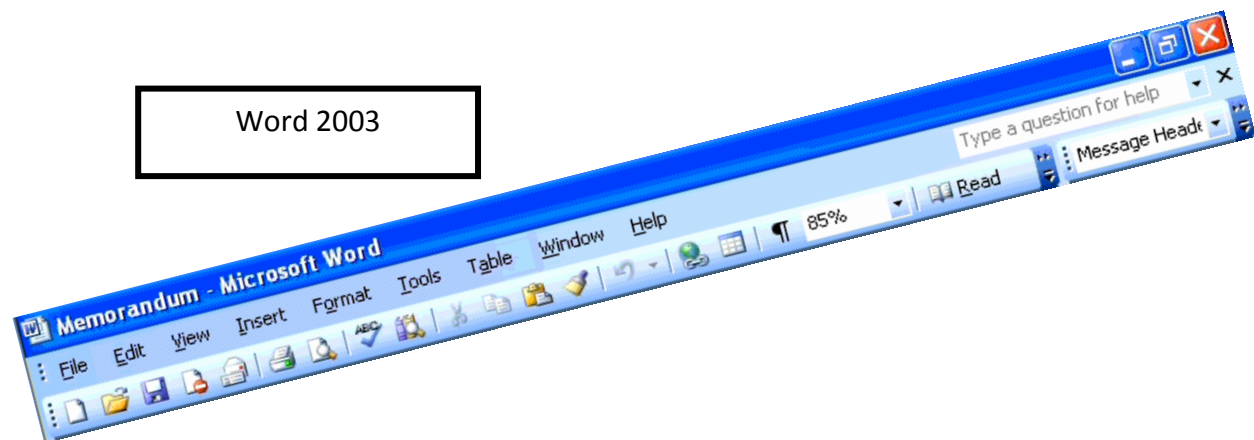
[Always Save Word 2007 Files as a Word 2003 File](#)

[Save Word 2007 Files as a Word 2003 File Once in a While](#)

[How Does Word 2007 Work with Word 2003 Files?](#)

[How Does Word 2003 Work with Word 2007 Files? \(It doesn't\)](#)

[How Does Word 2003 Work with Files that Word 2007 Saved in the Older Format? \(It does\)](#)



Save Word 2007 Files as a Word 2003 File *All the Time*

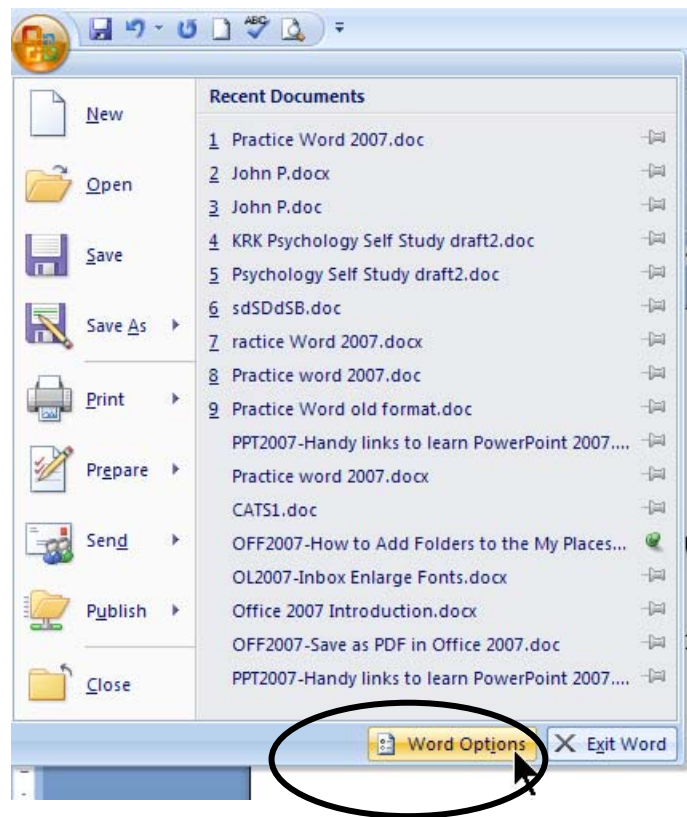
The following directions permanently change the way Word 2007 saves files. This change may be undone by following the above directions, except on step 5, select Word Document (*.docx) However, any documents already saved in the old file format (*.doc) will not be changed.

1. In Word 2007

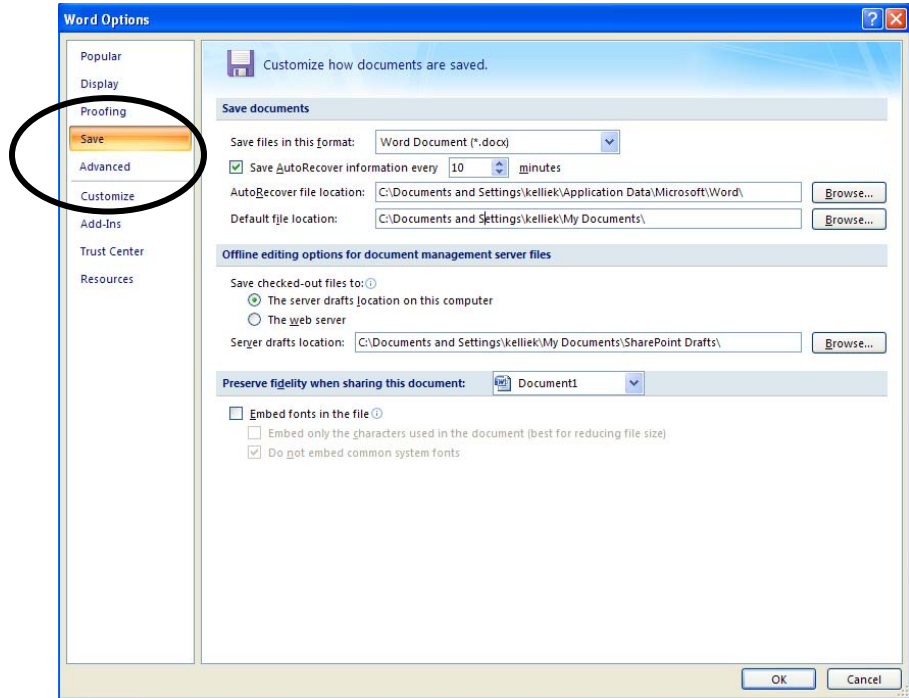
2. Click the Office button



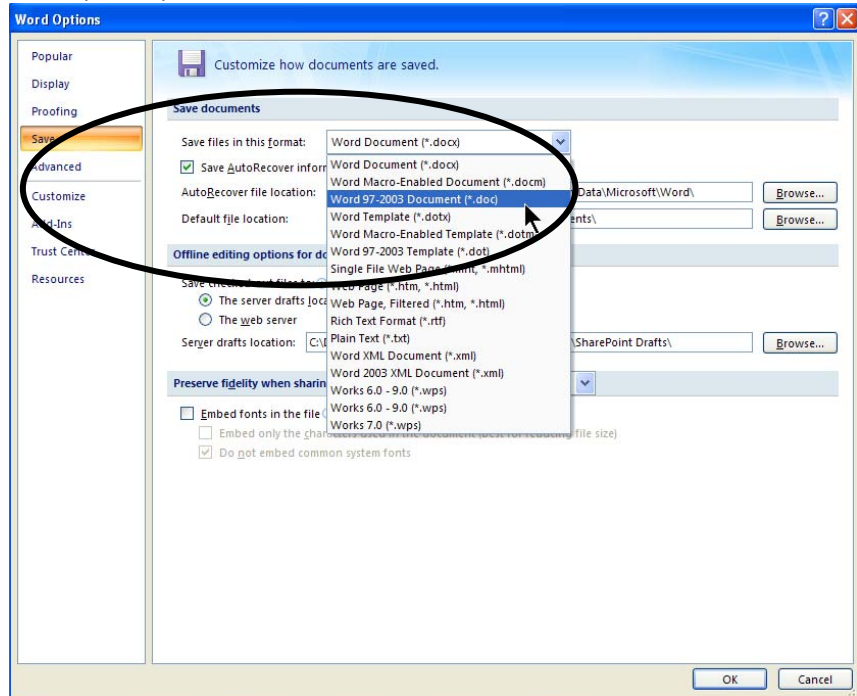
3. Click Word Options



4. In the Word Options window
Click Save



5. In the Save documents section
Next to Save files in this format:
Click the list arrow
Click Word 97-2003 Document (*.doc)



6. Click OK

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

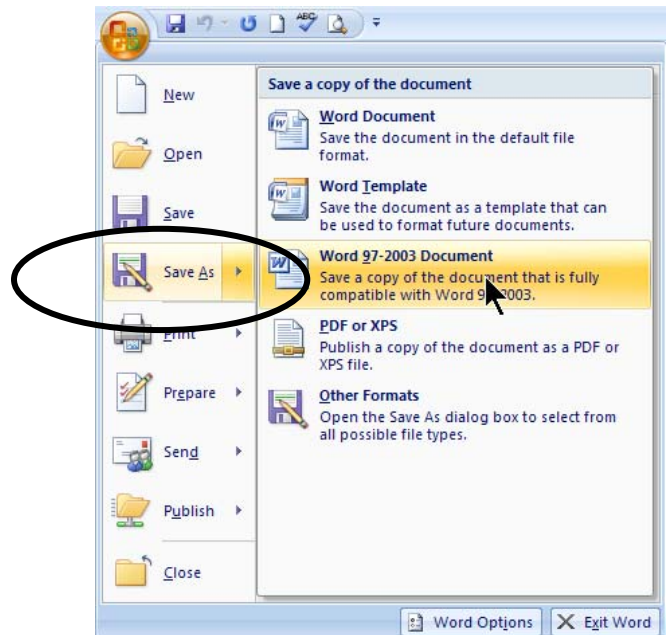
Most of your documents can be saved in the Word 2007 format, but for those times you need to save them in the older format, see the following instructions.

1. In Word 2007

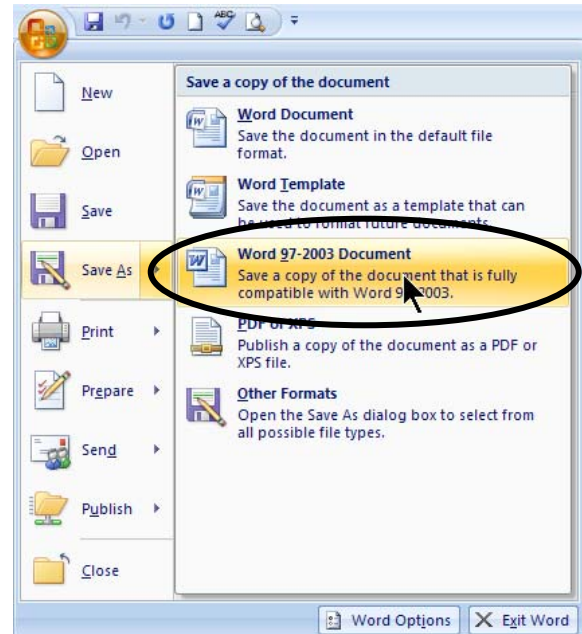
2. Click the Office button



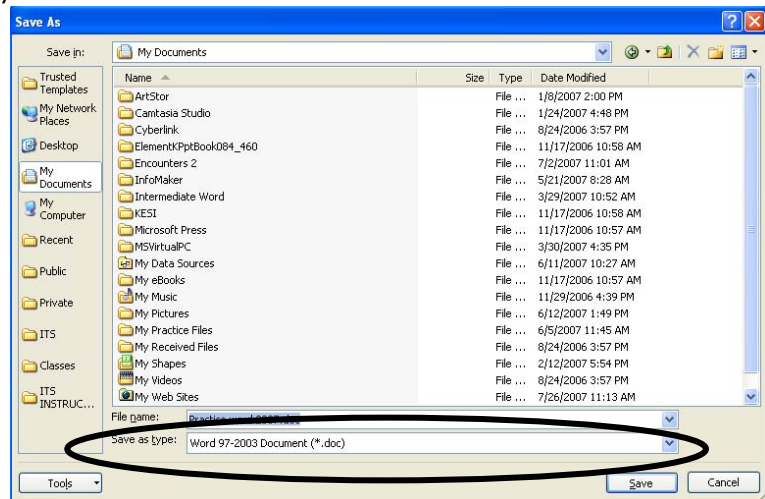
3. Point (don't click) on Save As



4. Click on word 97-2003 Document



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



6. Click Save

7. The file's title bar will display [Compatibility Mode]

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

8. 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)

How Does Word 2007 Work with Word 2003 Files

1. Any older Word document with the *.DOC extension may be opened in Word 2007.
2. You can tell it is an older file format because when the file is opened in Word 2007, [Compatibility Mode] will be displayed

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

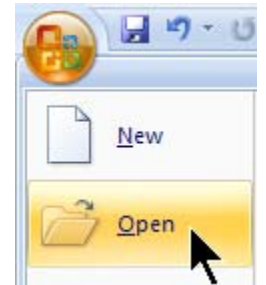
3. You may print, edit and work with this file

How to Open Word 2003 Files in Word 2007

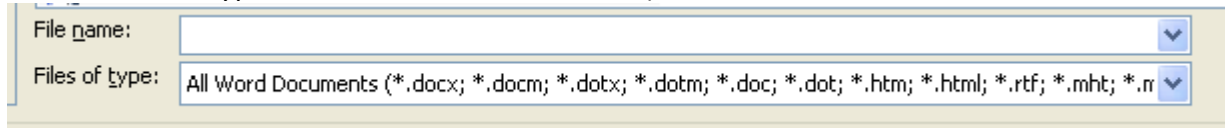
1. Click the Office Button



2. Click Open



3. Next to Files of type: select All Word Documents (*.docx; *.docm; *.dotx; *.dotm; *.doc;



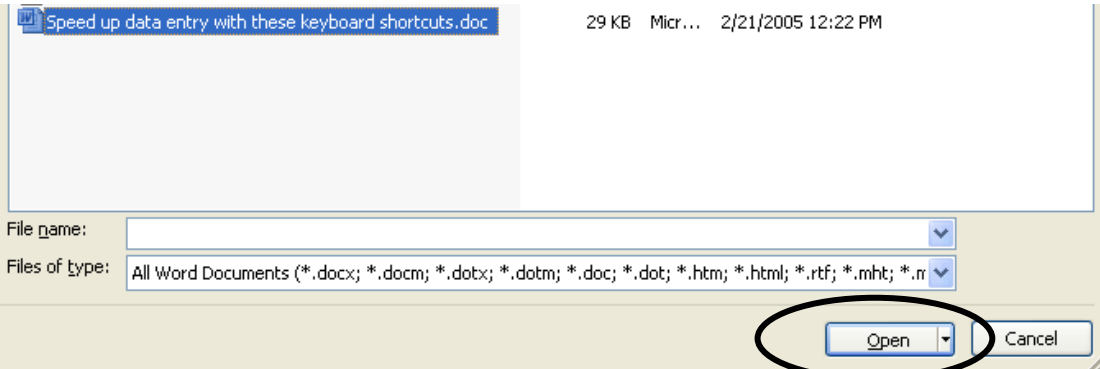
Note the *.doc

This is the file type you are looking for

4. Browse to the location of the file
5. Select the file



6. Click Open



How Does Word 2003 Work with Word 2007 Files? (It doesn't)

1. Word 2003 can't understand Word 2007 files.
 2. When you try to open a Word 2007 file in Word 2003, you will receive a message that the file is in the newer format and do you want to download the Microsoft Office Compatibility Pack?"
 3. If you download the Microsoft Office Compatibility Pack, the Office 2003 user can open, read and print the file, but can't do anything else with it. The file can't be saved or edited.
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How Does Word 2003 Work with Files that Word 2007 Saved in the Older Format? (It does)

1. Word 97, 2000, 2002 or 2003 opens and works with this file as though it was created in the same version of Word.
 2. You can work with this file with no difficulty.
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