


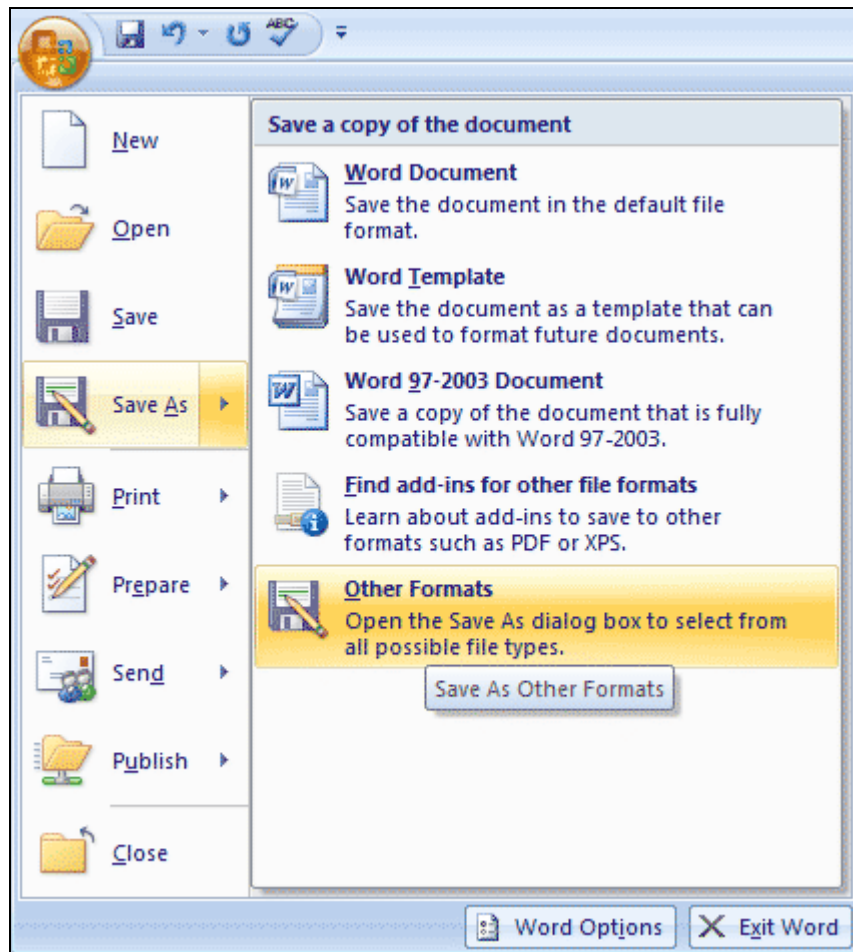
## Saving Documents in Word 2007

To ensure your students or instructor can open your Word 2007 documents, they must be saved in a Word 97-2003 compatible format. Previous versions of Microsoft Word will be unable to open Word 2007 documents that have the extension .docx.

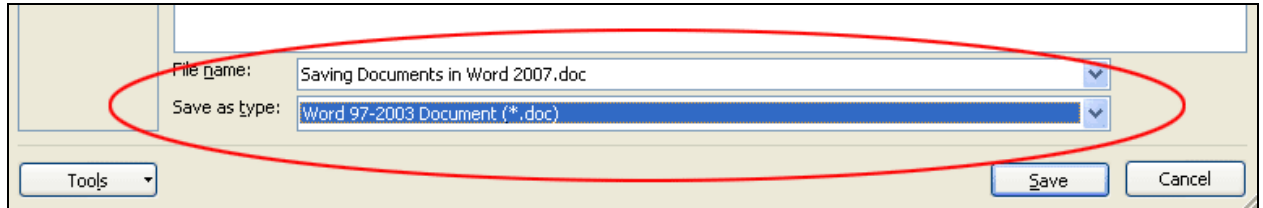
*\*note: It would be wise to save the document in both formats (.docx and .doc) so that any of the new features from Word 2007 used, will be retained in the original.*

To save your document so it is backwards compatible, do the following:

1. Click the Office Button  from the Quick Access Toolbar at the top of the window.
2. In the panel that opens, select **Save As > Other Formats**.



3. Name the file appropriately.
4. From the **Save As Type** drop down menu select **Word 97-2003 Document (\*.doc)**.



5. Click **Save**.