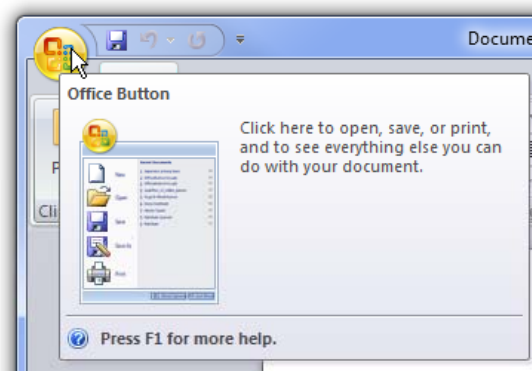


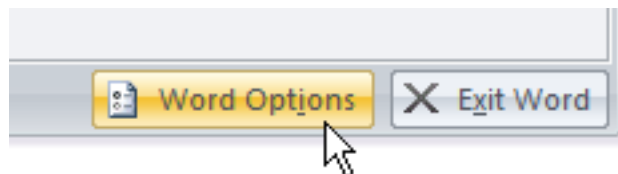
How To – Make Word 2007 Always Save in 2003 Format

Microsoft has added new file formats to Microsoft Office Word, Excel, and PowerPoint 2007. These new formats are not compatible with older versions of Office by default. The instructions below will show you how to ensure that the documents you save will be accessible to those using older versions of Microsoft Office.

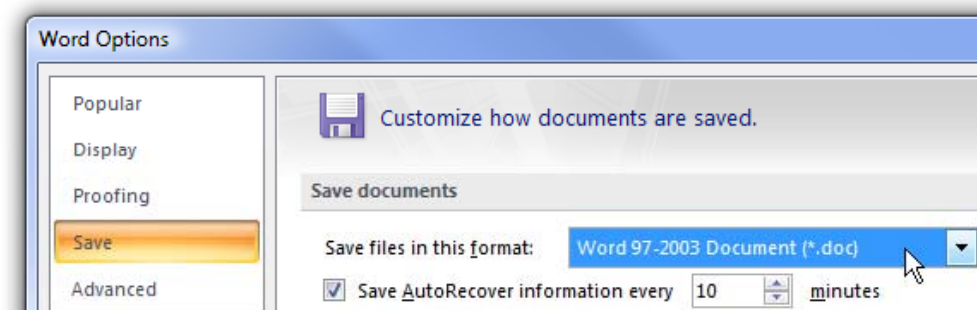
1. To change this setting, click on the **OFFICE BUTTION** in the upper left hand corner.



2. Now click the **WORD OPTIONS** button in the menu.



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



4. Click **OK** on the bottom of your screen.