
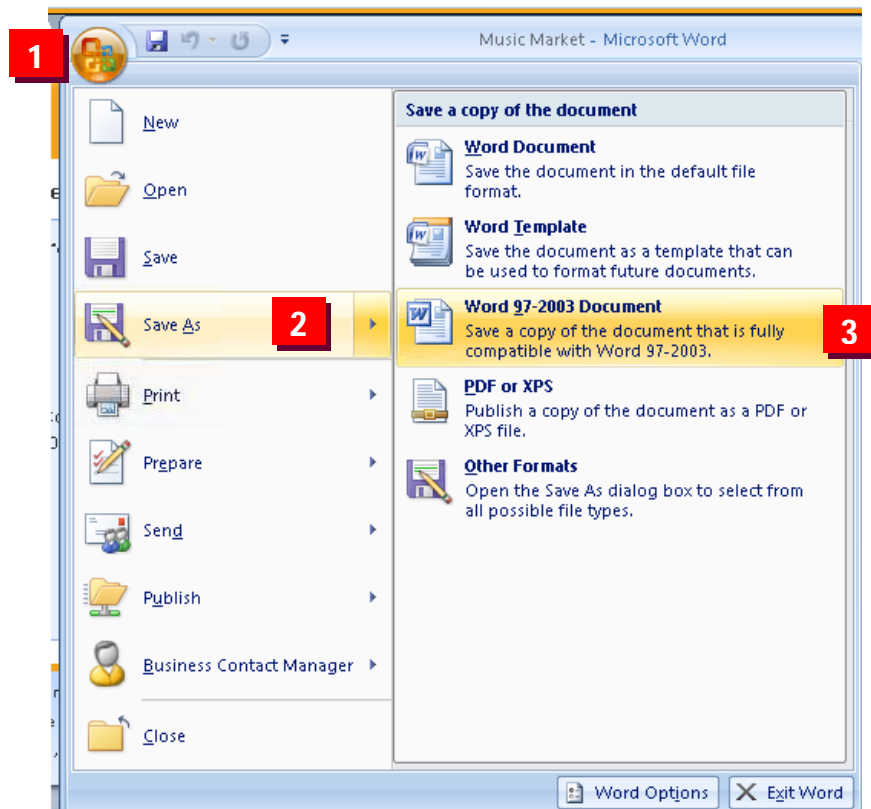


Microsoft Office Suite 2007


Create a document to be used by previous versions of Word

To create a document that will be used in a previous version of Microsoft Office Word, you can work in Compatibility Mode. Compatibility Mode ensures that no new or enhanced features in Office Word 2007 are available while you are working in a document, so that people who are using previous versions of Word will have full editing capabilities.

NOTE The File menu has been replaced with the **Microsoft Office Button** .



When you create a new document that will be used in a previous version, you can turn on **Compatibility Mode** by saving the file in Word 97-2003 format.

1. Open a new document.
2. Click the **Microsoft Office**  **Button**
3. Click **Save As**.

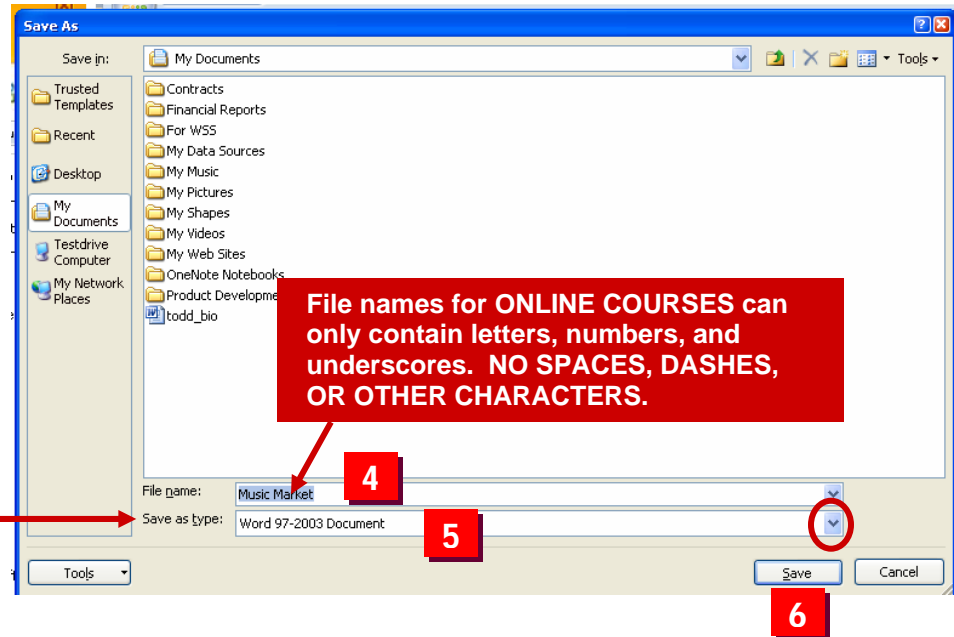
4. In the **File name** box, type a name for the document.



IMPORTANT: IF YOU ARE SAVING A DOCUMENT FOR ONLINE COURSES (in Blackboard CE6), FILE NAME SHOULD INCLUDE ONLY LETTERS, NUMBERS, OR UNDERSCORES. DO NOT INCLUDE SPACES, DASHES, SLASHES, OR ANY OTHER SPECIAL CHARACTERS IN THE FILE NAME.

5. Select **Word 97-2003 Document** in the **Save as type** list.

6. Click **Save**.



NOTE: Make sure the "Save as type" shows Word 97-2003 Document

Document elements that behave differently in Compatibility Mode

The following is a list of document elements that behave differently or aren't available when you work in Compatibility Mode.

Office Word 2007 element	Behavior in Compatibility Mode
Relative positioning text boxes	Only absolute positioning is available.
Margins	Only absolute tabs are available.
Theme colors	Are unavailable.
Theme fonts	Are unavailable.
Theme effects	Are unavailable.
Content controls	Are unavailable. However, legacy controls are available.
SmartArt	Only a limited set of diagram types is available.
Equations	Are unavailable.