

Saving Office 2007 Documents



TO USE ON UNIVERSITY COMPUTERS AND OFFICE 2003

Updated 29/11/07

Some programs in Office 2007 use a different file extension to Office 2003. (Office 2007 adds an x on the end e.g. .docx). This means that Office 2007 files will not open in Office 2003 unless you save it under the right file extension (eg .doc).

The instructions in this sheet are to be used for the Office programs: Word, Powerpoint, Excel and Access.

To Save in 2003 format

Click on the “Office Button” (Figure 1)

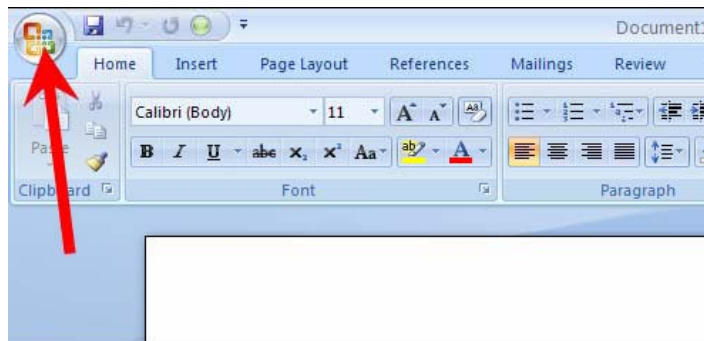


Figure 1

Select “Save As”, then select “* 97-2003 Document” that corresponds to the program you are using (eg Word 97-2003 Document). This will result in a file that is saved in a format compatible with the University student computers. (Figure 2)

For Access you will need to save it as an .mdb upon first creating the database.

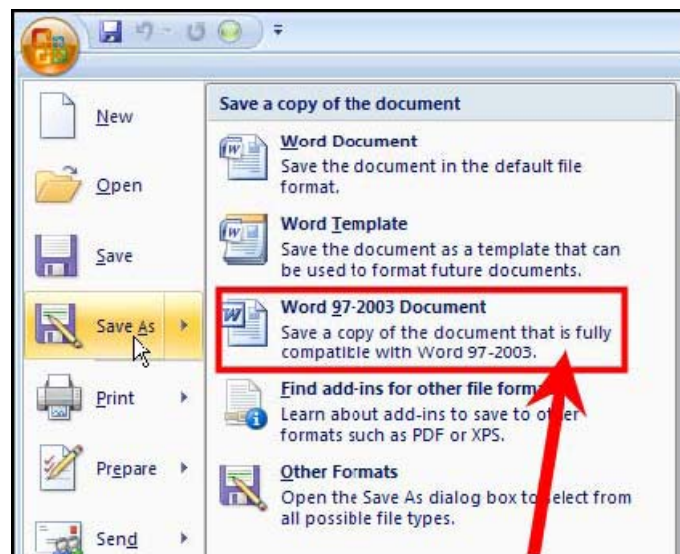


Figure 2

Setting Save Defaults

If you want to set it, so it saves in a 2003 format every time, without needing to manually select the option.

Click on the “Office Button” (Figure 1)

Select “Word Options” (or the options button that is equivalent to the program you are using). *You cannot do this in Access.*



Figure 3

Click on “Save” in the left-hand panel. From the drop down box next to “Save files in this format”, select the appropriate file format (97-2003).

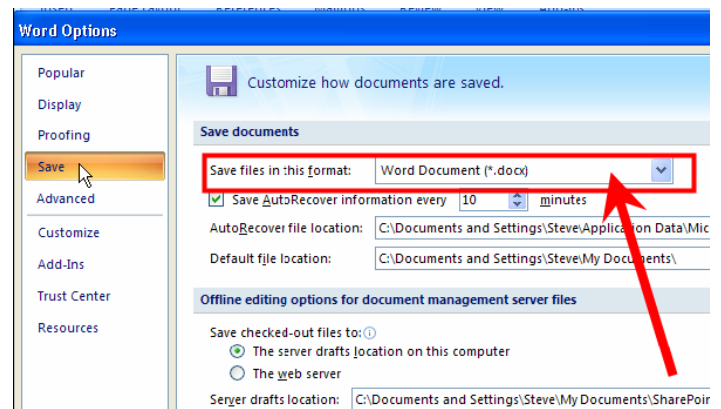


Figure 4