

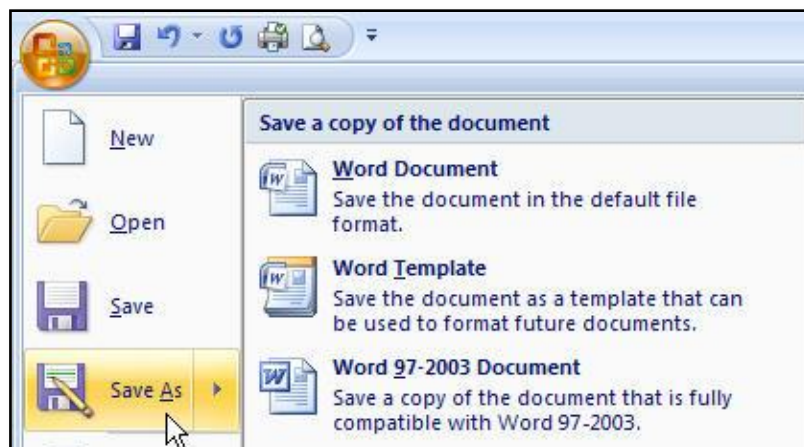
## Office 2007 & File Compatibility

Office 2007 uses a new file format, XML, which cannot easily be read by earlier versions of Office. A Word document, for example, is saved with a file extension of **.docx** instead of **.doc**; an Excel document is saved with a file extension of **.xlsx** instead of **.xls**; and a PowerPoint document is saved with an extension of **.pptx** instead of **.ppt**.

When creating documents in Office 2007, you need to be aware of how and where you will be using these documents. If you plan on working on computers that use different versions of Office, or if you are going to share files with others (via email attachments, CDs, etc.), please see the following suggestions for dealing with Office compatibility issues.

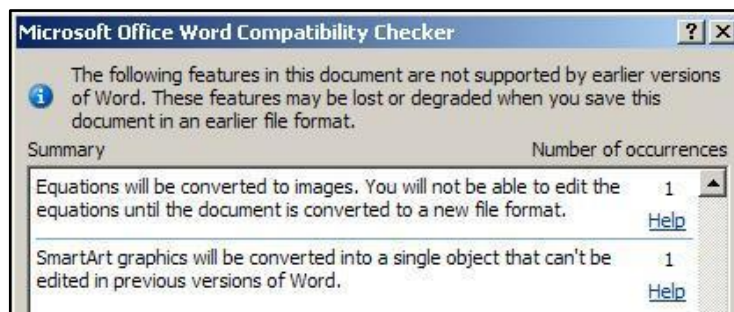
- 1) **If you create a document in Office 2007 and plan on sending it to a user with a previous version of Office or taking it to a computer that does not have Office 2007 installed:**

Save Office 2007 files in a previous version, allowing those with older versions of Office to open the documents without converting them. Instead of using the **Save** option from the Office button in Office 2007, use **Save As** → **...97-2003 Document** format. Using this format will save Office documents with extensions of **.doc**, **.xls** or **.ppt** which can be opened with older versions of Office.



**Figure 1:** Choose the "...97-2003..." option in the Save As list to save files in lower versions.

When saving a document in a previous version, the **Compatibility Checker** dialog box will appear informing you of the features that aren't compatible - and won't be available - when the file is saved to an earlier version (*see Figure 2*). Click the OK button when finished.



**Figure 2:** Sample results after running the Compatibility Checker on a Word document.

2) **If you create a document in Office 2007 and plan on using it in one of the St. Joseph's College Computer Labs or Smart Classrooms:**

You can save the Office 2007 document in the Office 2007 format. All computer labs and Smart Classrooms have Office 2007 installed.

3) **If you are an Office 2003, Office XP or Office 2000 for Windows user, and you have received, or expect to receive, documents saved in one of the new Office 2007 file formats you can:**

- Request the sender to save the document as a lower version Office 97-2003 document.
- Open the document by using a document converter: the **Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats**. The compatibility pack allows users with previous versions of Office programs to open the new Office 2007 formats (.docx, .xlsx, and .pptx, respectively). All campus computers have the compatibility pack installed. This free converter is available for off campus use from Microsoft and can be found here:


<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

4) **If you are an Office 2007 user and want to open documents created in previous versions of Office:**

When you open an Office 97–2003 document in Office 2007, **Compatibility Mode** is turned on, and you see *Compatibility Mode* in the title bar of the document window. In *Compatibility Mode*, you can open, edit, and save Office 97–2003 documents but you won't be able to use any of the new Office 2007 features.

You can work in *Compatibility Mode* or you can convert your document to the Office 2007 file format. Converting your document allows you to access the new and enhanced features in the Office 2007 applications. However, people who are using previous versions of Office may be prevented from, or have difficulty, editing certain portions of the document that were created by using new or enhanced features in the Office 2007 application.

**Convert a Document to Office 2007**

1. Click the **Microsoft Office Button** , and then click **Convert**.
2. Click the OK button in the Microsoft Office conversion dialog box.
3. Do one of the following:
  - To replace the original file with a file in the Office 2007 file format, click the **Microsoft Office Button**, and then click **Save**.
  - To save the original document in its original file format and create another document in the Office 2007 file format, click the **Microsoft Office Button**, click **Save As**, and then type a new name for the file.

5) **Mac Users**

Currently, Office 2007 file formats cannot be read on a Mac. Office 2007 users working with Mac users will have to save in one of the older file formats. Microsoft plans to release a compatibility pack for Macs at some point.