

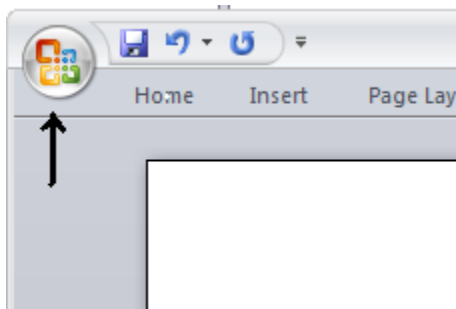
## User Support Services University Technology Services

### *Saving an Office Document to be Compatible with Earlier Versions*

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The campus computers currently have an office compatibility pack installed, which allows the older version of Office to open a new version of a document. Although the older version will open the document, many newer features may or may not work correctly. The solution is to simply save the document to be compatible with older versions.

1. To save a document in Office 2007 to be compatible with earlier versions, **click the Office button** in the top left corner of the window.



2. **Select Save As** and then select the **97 – 2003 Document**.

