



## Word 2007: Saving documents By Kathie Popadin

At the moment, some staff members are running Word 2007, and some are still running Word 2003.

If you have Word 2007 installed on your machine, you will need to save documents in Word 2003 format in order for other people to be able to open them.

### How to save a new document:

- Click on the "Office" icon in the top left of the screen (pictured above)
- Click on "Save As"
- Click on "Word 97-2003 Document"
- Go ahead and save your document to the folder that you want
- When working on this document in Word 2007, the title bar (at the top of the screen) will display your file name followed by "(Compatibility Mode)"
- When viewing this document in Word 2003, the title bar will just display the file name
- If you're working on a document already saved in Word 2003 format, just clicking on "Save" in the "Office" menu (or using the keystroke shortcut CTRL + S) will save the document in its existing format.

### How to tell the difference?

If you receive an attachment in an email that has the file extension .doc, it is a Word 2003 document. If an attachment has the extension .docx, it is a Word 2007 document.

### Need help?

The library has two reference books available if you need help with the Office 2007 suite of programs:

REF 005.5 WIL

Office 2007 Simplified / Sherry Willard Kinkoph

REF 005.5 WAN

Office 2007 for Dummies / Wally Wang