

Convert a Word 2007 Document to Another Version

2007 is the latest version of Microsoft Word. Word 2007 can open any earlier versions of Word, but earlier versions of Word cannot read 2007. If you are sharing 2007 Word documents with people using an earlier version of Word (almost always Word1997-2003), you will need to "Save As" your document as an earlier version (directions below).

Note that

- (a) Saving as an earlier version will not prevent your using the document in Word 2007.
- (b) Saving as Rich Text Format (RTF) is likely result in more loss of your formatting than saving as Word 97-2003.
- (c) Files saved as 97-2003 have a file extension (not always visible) of **.doc**, whereas documents created or saved as Word 2007 have a file extension of **.docx**. For example,

Capstone.doc (Word 97-2003 version) Capstone.docx (Word 2007 version)

- (d) Notice the slight difference in the icons for versions of Word:

Word 97-2003  Word 2007 

Convert a Word 2007 Document to Word 1997-2003 Document

1. Click on the Office Button at top left of screen.
2. Select **Save As**
3. Click on **Word 97-2003 Document**

