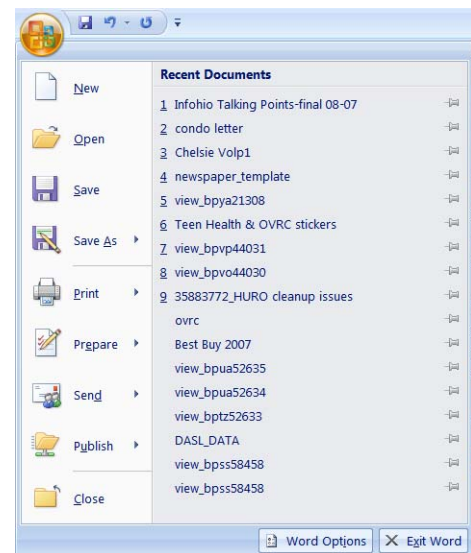


Microsoft Office 2007 by default saves documents in a format that is not readable by previous versions of Microsoft Office. This means that you won't be able to open your document on another computer unless the computer has Office 2007. You have two options to work around this: 1) you will need to remember to save the document as a previous version or 2) you can change the default settings in Microsoft Word, Excel, Access, and PowerPoint so that the program saves any document you create in a format compatible with older versions of Microsoft Office. Microsoft Publisher requires you to save your document in an older format manually.

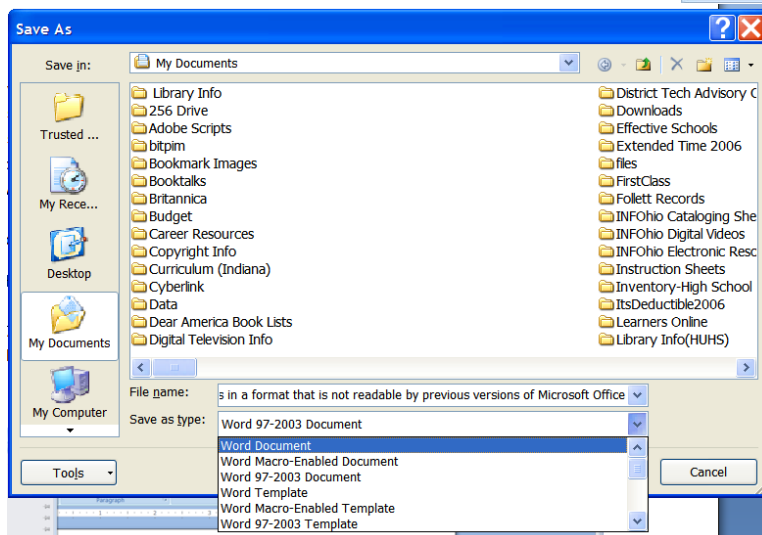
In Huron City Schools, the majority of the computers are Apple computers and will only read your document if it is saved in an older Microsoft Office format. Few of the Windows computers in the District have Office 2007 installed. So if you need to be able to open your file to either print or make editing changes, you will need to make sure your documents have been saved to the older format.

#### Option 1 – Manually Saving to the Older Format

1. Instead of clicking on **Save**, you will need to click on **Save As**.
2. Click on the Office Icon in the upper left hand corner. You should see the drop down menu shown to the right.
3. Select **Save As**.



4. You should then see the following screen:

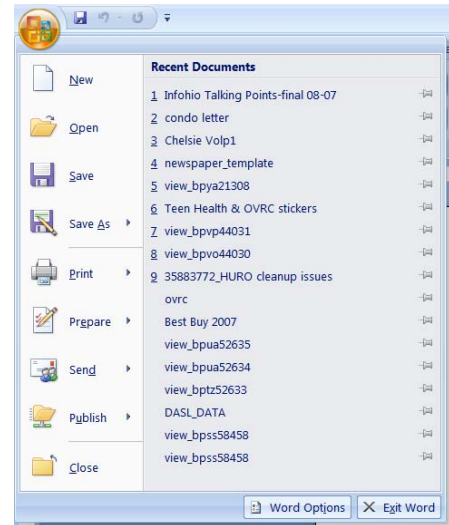
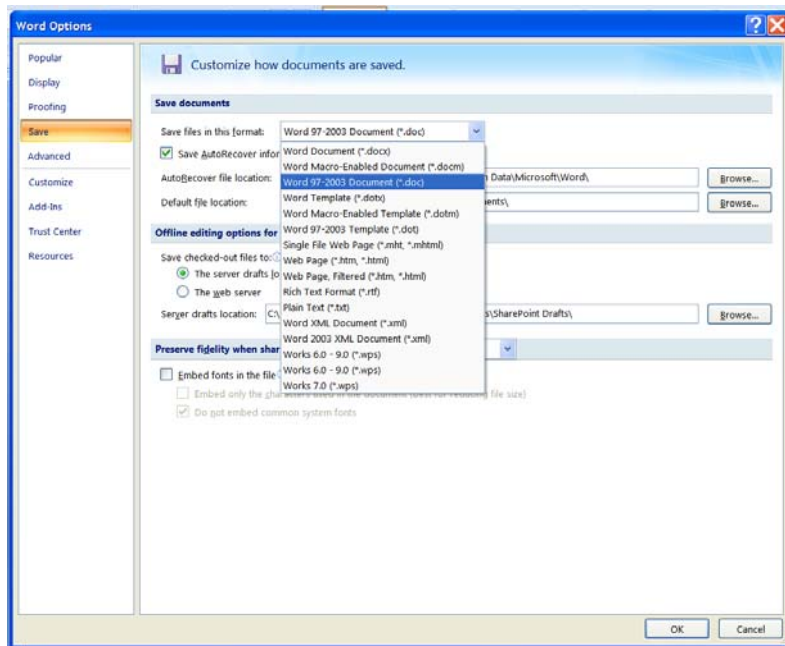


5. Choose your location to save your document then select the Office program ending in 97-2003. This format is compatible with the version of Microsoft Office installed on the computers in the District.

## Option 2 – Changing the default save settings in Microsoft Office Word, Excel, Access, or PowerPoint.

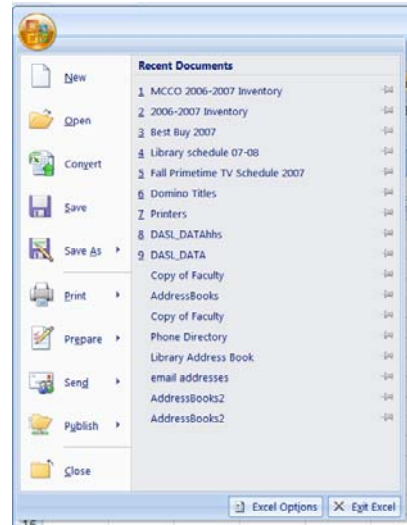
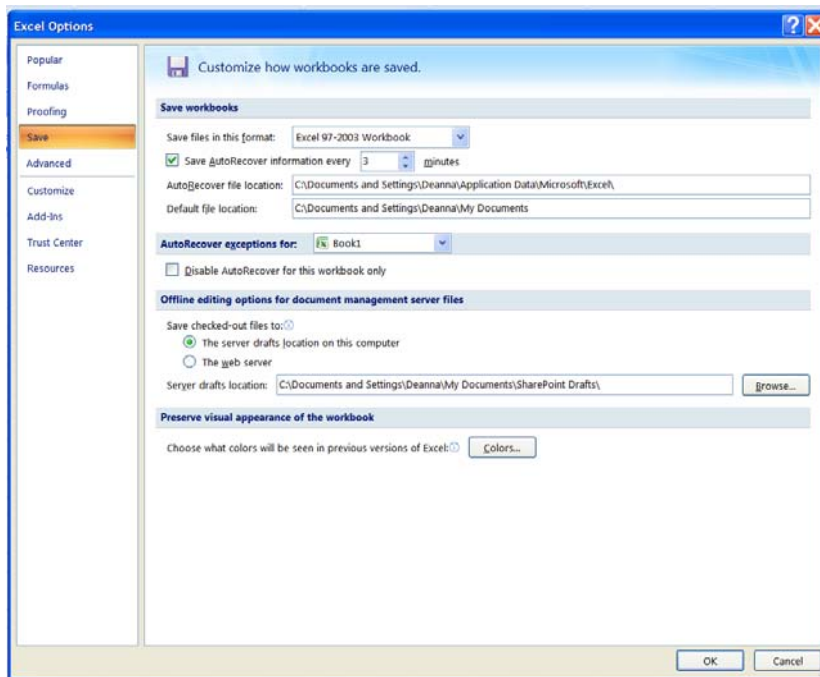
### Microsoft Word

1. In Word, Excel, Access or PowerPoint, click on the office logo in the upper left hand corner of the screen.
2. Click on the button at the bottom of the window labeled **“Word Options”**
3. In the window that appears, click on **Save**.
4. The screen pictured below should appear.
5. Where it says “Save files in this format:”, you need to select **“Word 97-2003 Document (.doc)”**
6. Click **OK**.
7. Now every time you save a document in the Word, the file will be saved in the older more compatible format.



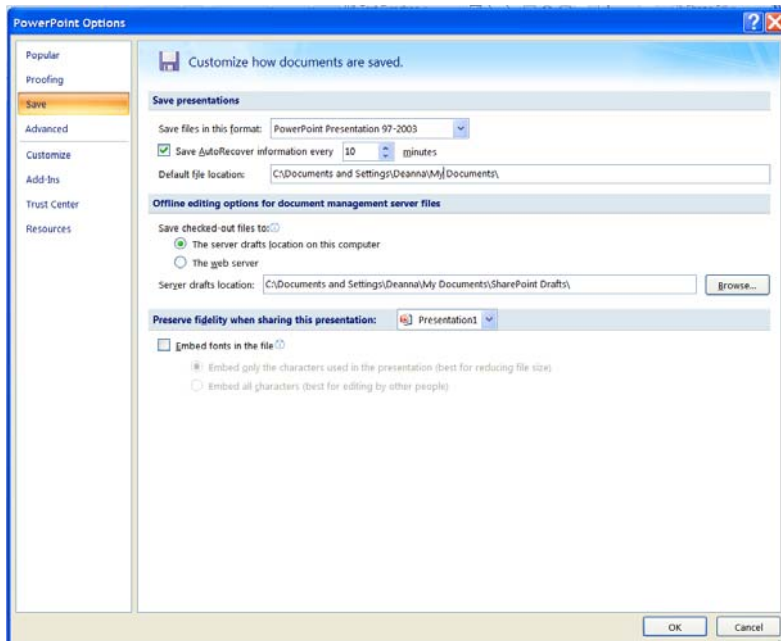
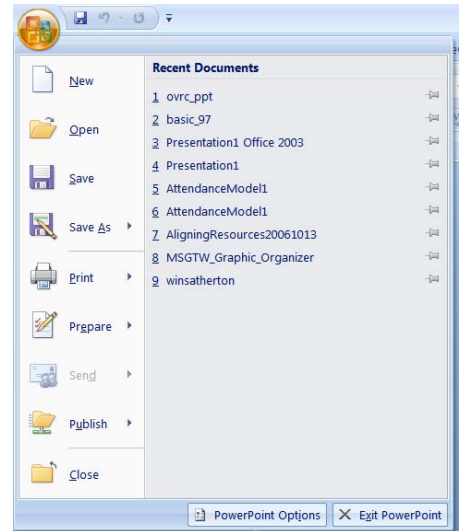
## Microsoft Excel

1. In Excel, click on the office logo in the upper left hand corner of the screen.
2. Click on the button at the bottom of the window labeled **“Excel Options”**
3. In the window that appears, click on **Save**.
4. The screen pictured below should appear.
5. Where it says “Save files in this format:”, you need to select **“Excel 97-2003 Workbook”**
6. Click **OK**.
7. Now every time you save a document in the Excel, the file will be saved in the older more compatible format.



## Microsoft PowerPoint

1. In PowerPoint, click on the office logo in the upper left hand corner of the screen.
2. Click on the button at the bottom of the window labeled **“PowerPoint Options”**
3. In the window that appears, click on **Save**.
4. The screen pictured below should appear.
5. Where it says “Save files in this format:”, you need to select **“PowerPoint Presentation 97-2003”**
6. Click **OK**.
7. Now every time you save a document in the PowerPoint, the file will be saved in the older more compatible format.



## Microsoft Access

8. In PowerPoint, click on the office logo in the upper left hand corner of the screen.
9. Click on the button at the bottom of the window labeled **“Access Options”**
10. In the window that appears, click on **Popular**.
11. The screen pictured below should appear.
12. Where it says **“Default file format:”**, you need to select **“Access 2002-2003”**
13. Click **OK**.
14. Now every time you save a document in the Access, the file will be saved in the older more compatible format.

