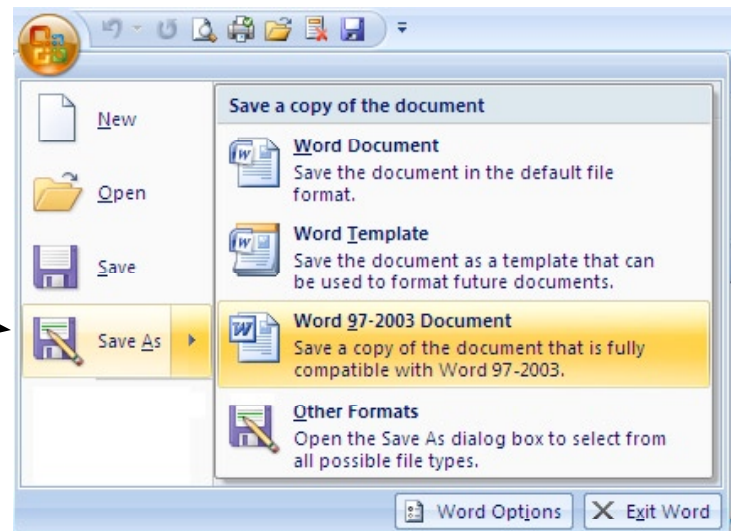


CAUTION: You Cannot Open Word 2007 Documents in the MLL



Word 2007 uses a new file format which is **not compatible** with **earlier versions** of Word on PC or Mac, so documents you create at home cannot be opened in the labs unless you save them in the old Word format.

To change a 2007 document (.docx) to a regular Word document (.doc), open the document, click on the Office Button at the top left corner of the Word window, choose **Save As** > **Word 97-2003 Documents**.



To automatically save all new Word documents in the .doc format, click on the Office Button at the top left corner of the Word window, select **Word Options**, then go to **Save and change Save Files in this format** to "Word 97-2003 Document (*.doc)", then click **OK**. Now all of the documents you create will be saved in the old format.

