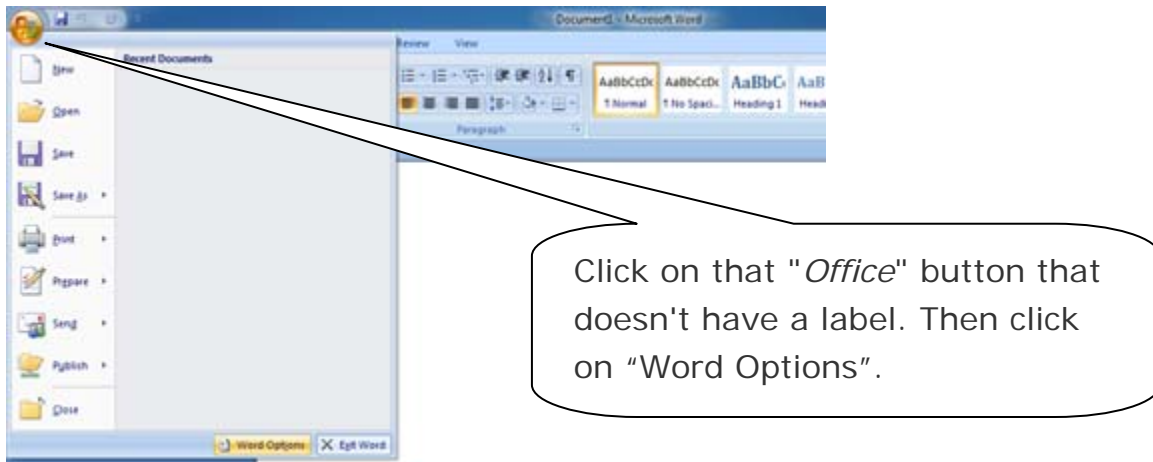
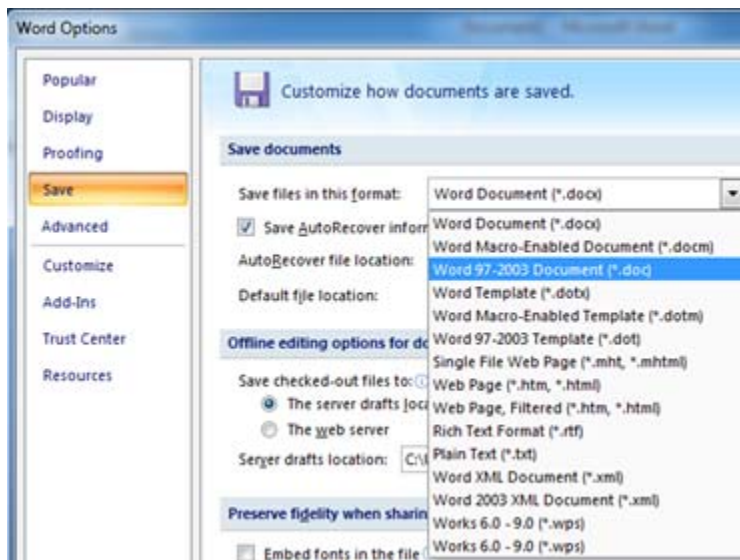


How to change the way office 2007 saves file compatibility format...



- First, click on that Office orb button in the top left corner.
- This will show you a menu with some common tasks, but skip all that and go down to "Word Options" in the bottom. (For other applications such as PowerPoint and Excel, etc, it'll display their respective names)
- Click into the "Save" category in the options and change the "Save files in this format" option to the older 2003 format.



Or if you want to revert back to 2007 compatibility mode - highlight "Word Document (*.docx)" ==> then click OK to save and close.