

Microsoft Office 2007 Enterprise:

Q: I don't want to remember each time to save my files in the 97-2003 format. How can I set up Office 2007 so that all the new files will be saved automatically in the 97-2003 format?

A: This is not a global setting so you have to do these steps for the three Office applications: Word, PowerPoint, and Excel.

1. In the upper left corner, click on the Office icon.
2. Do one of the following:
 - In Word, click **Word Options**.
 - In Excel, click **Excel Options**.
 - In PowerPoint, click **PowerPoint Options**.
3. From the left side on the window, click **Save**.
4. Locate the option **Save files in this format:**, and do one of the following:
 - In Word, click **Word 97-2003 Document (*.doc)**.
 - In Excel, click **Excel 97-2003 Document (*.xls)**.
 - In PowerPoint, click **PowerPoint Presentation 97-2003 Document (*.ppt)**.
5. Click **OK**.

Each document saved from this point will automatically be saved in the 97-2003 format. Once you save this option for all Office applications, Office will start saving the files you create in what is called "Compatibility Mode."

PLEASE NOTE:

The Microsoft Office 2007 Tool will not work with Microsoft Office 2007 Enterprise the only way to save files in the 97-2003 format is to do the steps listed above.

There is no converter for MAC Users so you will have to change the format to 97-2003 every time you send a file to a MAC User, unless you change the default file format.

Also note that not everyone is on Microsoft Office 2007 at this time and there is an Office 2003 Add-In (Office 2007 Compatibility Pack) so that 2003 users can view Office 2007 Files.