

Office 2008 (Mac) Saving Files for Office 97-2004

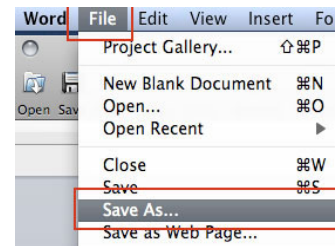
Microsoft Office 2008 users should turn on compatibility mode when saving files to share with someone using a previous version (97-2004). Below are instructions for saving in compatibility mode within Word; the same steps apply in Excel and PowerPoint.

If you have trouble with these directions, please contact the help desk (ext. 4357 or in the library) for assistance.

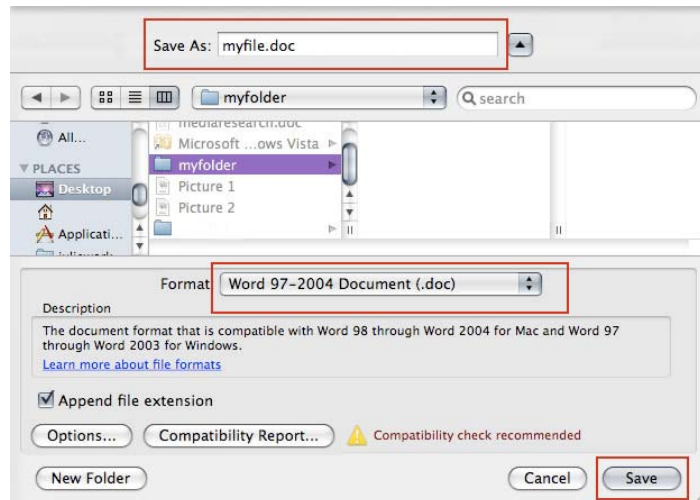
To save in compatibility mode:

1. In the upper left corner of Microsoft Word, select **File > Save As**

A new window will appear.



2. In this window, in the **Save As** box, type a name for the document
3. In the Format menu, select the **Word 97-2004 Document (.doc)** format



4. Click **Save**

The resulting file should now end in ".doc" instead of ".docx".