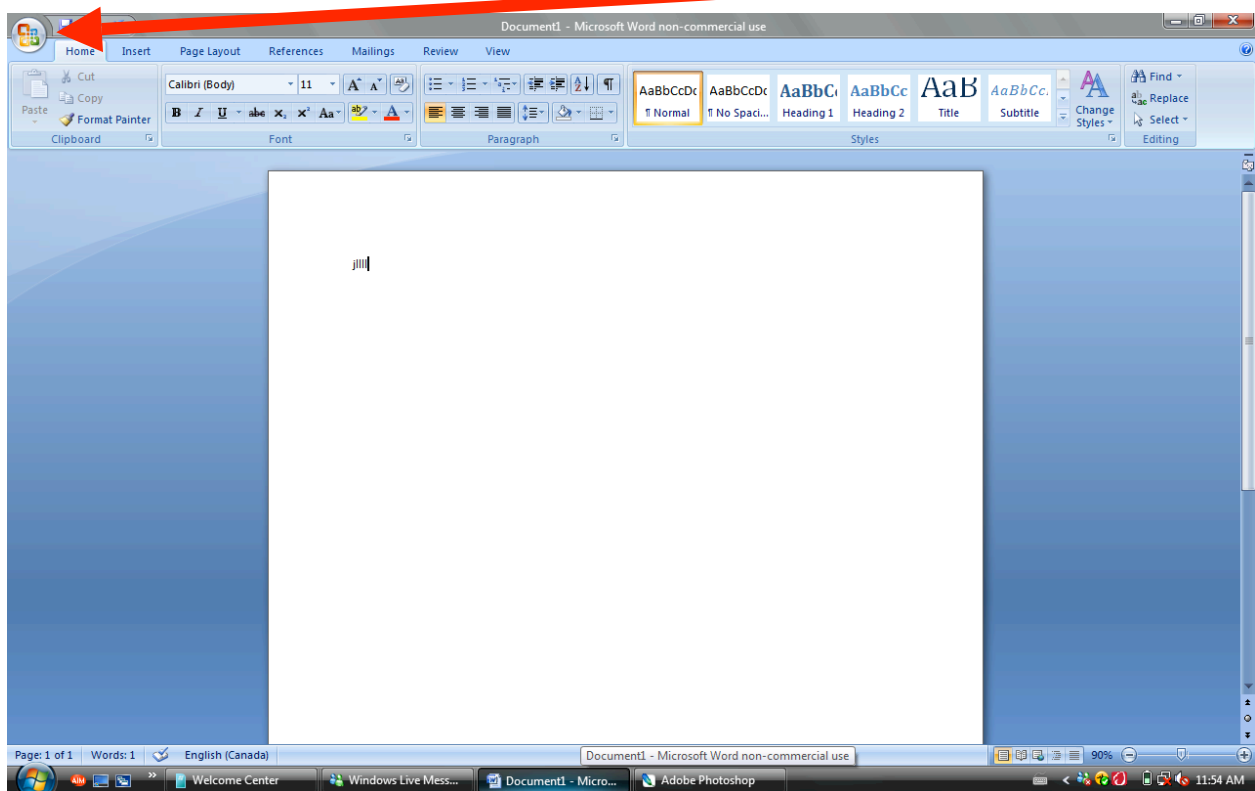


Saving a “MS 2007” document in a 2004 format.

Step 1. When you are prepared to save your document, go to the top left and click on the circle with the multi-colored squares.



Step 1. Scroll down to “SAVE AS” and choose “Word 97-2003 Document”. You know that it is successful if the suffix of the file is “.doc”. Make certain that it is not “.docx”.

