

## **Stupid Save Tricks for Microsoft Office 2007**

Microsoft WORD 2007, EXCEL 2007, POWERPOINT 2007, have all changed their DEFAULT FILE FORMAT! AARRGHH! What I mean is, previous version of these Office programs have all had the same file format from Office '97 through to Office 2003, but NOT ANYMORE. Now when I save something in my new Word 2007 it saves it NOT as a .doc file but as a .docx file. So when I send this file to my associates who are still running Word 2003 or older, they cannot open the file. The same with the Excel documents (.xlsx) I create, and Powerpoint,(pptx) documents.

There are a couple easy things to keep us all sharing files easily, though. If you own the 2007 version of Word, Excel or Powerpoint, here's what you do to avoid the frustration of someone saying they can't open the file you just sent them.

First, use SAVE AS...instead of a SAVE command. There will be an option to SAVE AS the file as a Word 97-2003 file. It will save in the file format that is fully compatible with Word 97-2003. (.doc). You don't have to do this each and every time, just the first time you save the document. From then on you can go back to the shortcut key of CTRL + S.

Second, I sometimes forget to make that simple selection at the start, so I found a way to have the DEFAULT Save command save the file in a 97-2003 format. Click the Office Logo in the top left of the screen (where New, Open, Save and such are), there at the bottom of that menu is a button called "Word Options." Look hard, you may miss it, click it. Now choose SAVE on the left menu, then you will find a setting called "Save files in this format:" Select "Word 97-2003 Document (\*.doc)". Click OK. Now it will default save in a file format compatible with Word 97-2003, and can still be opened by anyone using the new Word2007. Now do the same with your Excel and Powerpoint programs. As yet I don't see any disadvantage to this old reliable file format.