

## Office 2007 Users – Sharing and Creating Word Documents for Universal Use

If you have updated to Office 2007 and need to share documents with people using previous versions of Office you will find this fact sheet useful.

### Sharing Documents

You should encourage anyone you will regularly exchange documents with to install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Format. This will enable them to open documents that you create.

### Creating Documents for Sharing


Office 2007 includes new functionality which enable you for example to add equations into documents. However, when viewed in a previous version of Office the user will not be able to edit such details.

To create a document however which has functionality that you can both see and use you should work in Compatibility Mode. Compatibility Mode ensures that no new or enhanced features in Office Word 2007 are available while you are working in a document, so that people who are using previous versions of Word will have full editing capabilities.

**NOTE** The File menu has been replaced with the **Microsoft Office Button** .

### Turn on Compatibility Mode

When you create a new document that will be used in a previous version, you can turn on Compatibility Mode by saving the file in Word 97-2003 format.

1. In Word open a new document.
2. Click the **Microsoft Office Button** , and then click **Save As**.
3. Select **Word 97-2003 Document** in the **Save as type** list.
4. In the **File name** box, type a name for the document.
5. Click **Save**.

Your document can now be shared with users of earlier versions of Microsoft Office.