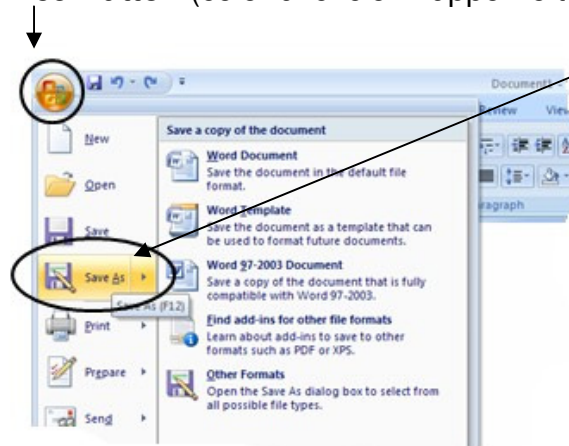**How can I save Microsoft Word 2007 files (or Excel and PowerPoint 2007) so my instructor or others can open them in an older version of Microsoft Word?**

To save files in Microsoft Word 2007 as older versions format:

- First, type up your document and save it as usual.
- Then choose the **Office Button** (colorful circle in upper-left corner) > **Save As**.

- In the dialog box that appears, just underneath the file name, you will see a drop-down menu where you can select different *file types*. From this menu, choose **Word 97-2003 Documents** .doc