


Using Office 2007 with Office 2003

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. 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**.