



# Save Options in Office 2007

User Guide (v1.0 – September 2007)

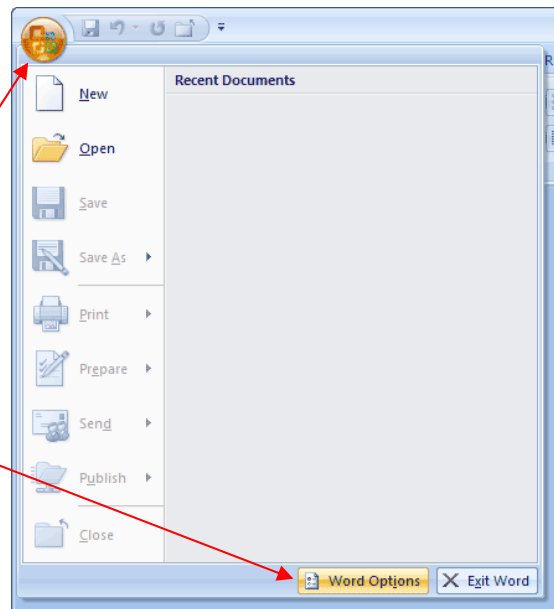
M. Bampton (mbampton@sd6.bc.ca)

## Introduction

This guide will show you how to save your documents in a format compatible with older versions of Office.

## Accessing your Options

- 1) Click on the Office Button.
- 2) Click on Word (or Excel) Options



## Changing your Options

- 1) Go to your **Save** options
- 2) In the drop down menu select: **Word 97–2003 Document (\*.doc)**

*Or...*

**Excel 97–2003 Workbook (\*.xls)**

- 3) Click on **OK**

