

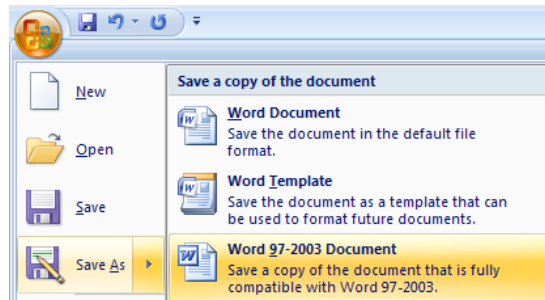
Opening Microsoft Office 2007 Documents

Why can't I open my Microsoft Office 2007 documents?

In addition to a radically re-designed user interface - with Office 2007 Microsoft created new file types that are not backwardly compatible. This means that Microsoft Office 2007's default file types .docx, .pptx, .xlsx ... cannot be read by prior versions of Microsoft Office.

So what can I do?

- 1) Don't use the default file types. When saving in Office 2007 be sure to save your documents in Word 97-2003 Format. To do this click in the upper left hand corner and select **Save As** -> **Word 97-2003 Document**. This procedure is similar in Excel, PowerPoint etc.



- 2) Download the [Microsoft Compatibility Pack](#). This will enable you to open the new 4 digit extensions in your prior version of Microsoft Office.

My home computer doesn't have Microsoft Office and I really can't afford to buy another program... is there anything I can do?

Yes, download and use [Open Office](#) – a complete Office suite and it's absolutely **free!** Open Office is an Open Source program that is backed by Sun Microsystems. Open Office allows you to save in a variety of file formats – including .doc, .xls and .ppt. It is also capable of reading the old and new Microsoft file formats, so there is no need to download an additional compatibility pack!

