

# Microsoft Word Compatibility

USE MICROSOFT 2007 / 2010 WITH THOSE STILL USING MICROSOFT 2003

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Imagine that you have an important letter to send out, and you need someone to proof read it first. Instead of wasting paper, you email it to an associate. Unfortunately the associate cannot open it because they are still working with Microsoft 2003 software while you have upgraded to Microsoft 2007 or 2010. To avoid printing, you have three options to solve this problem.

## Option #1 Save your Microsoft 2007 document as a Word 97-2003 Document:

- Step 1: Click "File"
- Step 2: Move cursor over the Save As button, but do not click
- Step 3: Click "Word 97-2003 Document" option
- Step 4: Name your file and click "Save"

OR

- Step 1: Click "File"
- Step 2: Click "Save As"
- Step 3: Click on the drop down menu "Save as type" and select "Word 97-2003 Document"
- Step 4: Name your file and click "Save"

## Option #2 Have the associate download the Compatibility Software:

- Step 1: Click on this link:  
<http://www.microsoft.com/downloads/en/details.aspx?familyid=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>

- Step 2: Click "Download". If the file does not start to download, click on "Start download"
- Step 3: Click "Save File"
- Step 4: Run the installation

## Option #3 Save the file as a PDF Document:

- Step 1: Click "File"
- Step 2: Move cursor over the Save As button, but do not click
- Step 3: Click "PDF or XPS" option
- Step 4: Name your file and click "Save"

OR

- Step 1: Click "File"
- Step 2: Click "Save As"
- Step 3: Click on the drop down menu "Save as type" and select "PDF"
- Step 4: Name your file and click "Save"

Do your clients and colleagues have this problem? Share these directions with them!