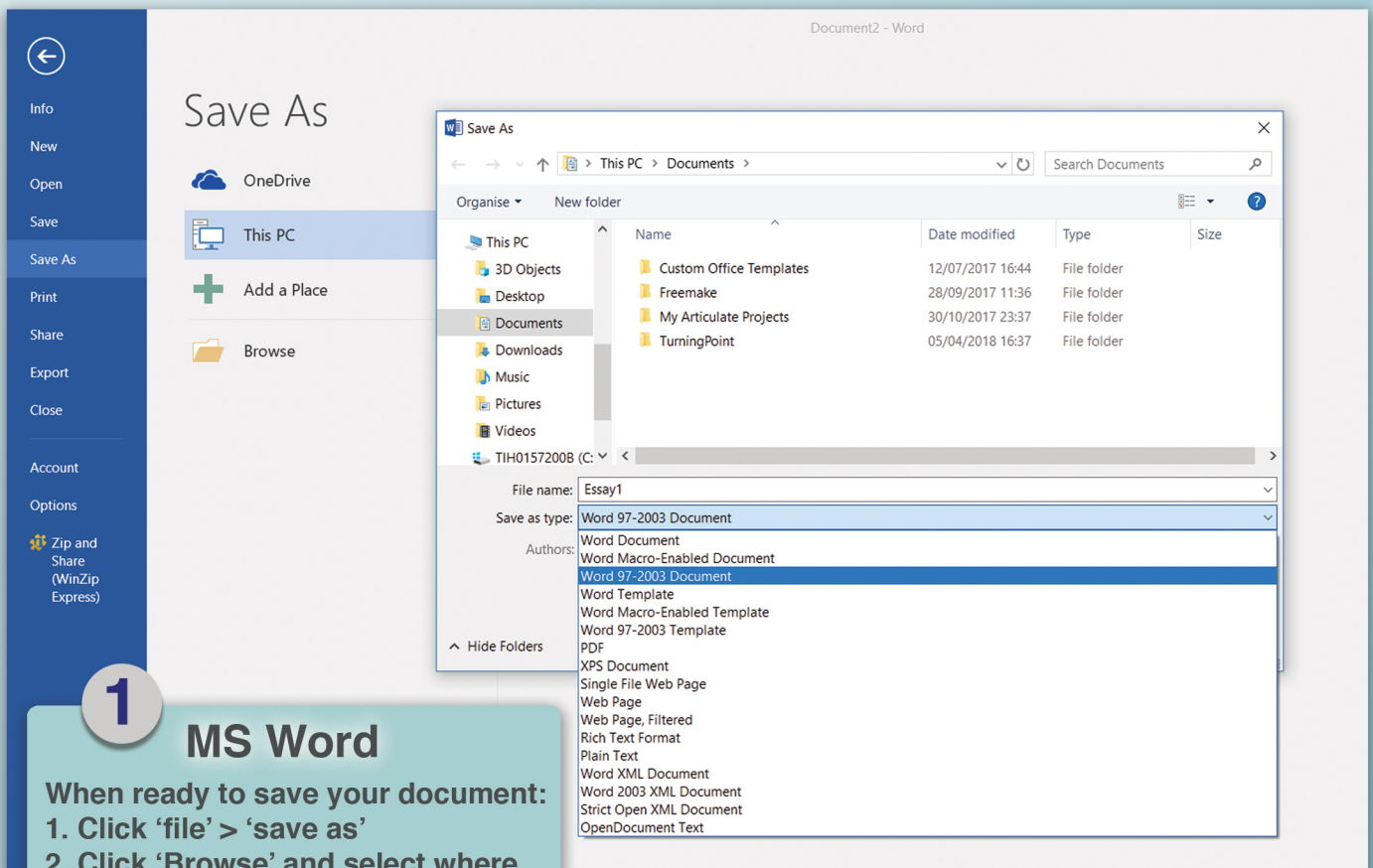


# A Guide to Saving documents in an older MS Office format within MS Office

This guide applies to documents created in Microsoft Word, Microsoft PowerPoint, Microsoft Excel and Microsoft Publisher.

Sometimes it is necessary to save documents in older file formats, to make them compatible with older operating systems or older versions of MS Office, etc. This might be particularly important when sending files to others who have older versions of MS Office so would not be able to open the document if saved in the format automatically used by newer versions (e.g. MS Office 2013 or 2016).



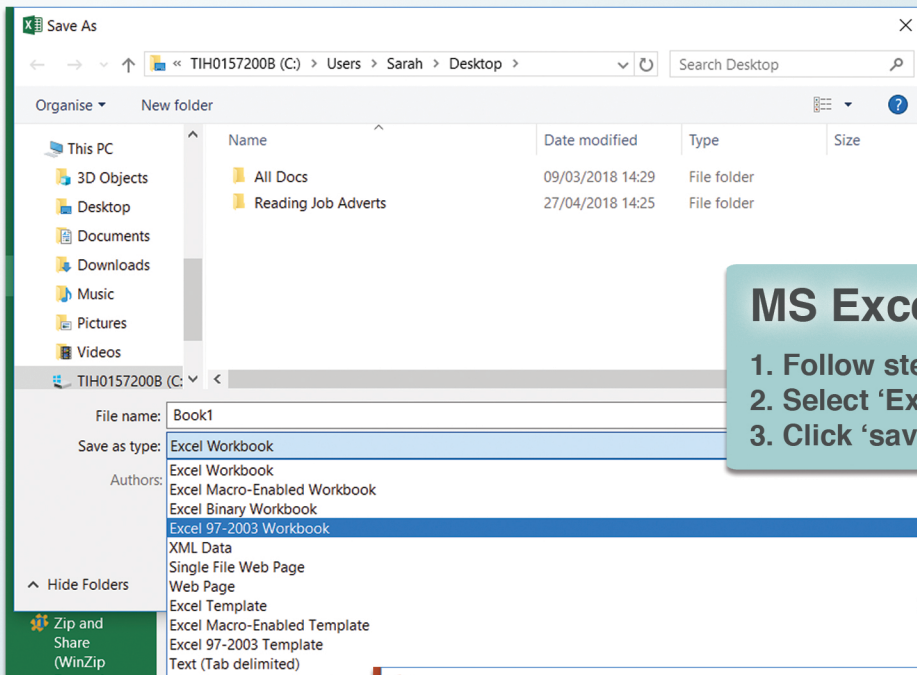
The screenshot shows the 'Save As' dialog box in Microsoft Word. The 'Save as type' dropdown menu is open, displaying a list of file formats. The 'Word 97-2003 Document' format is selected and highlighted in blue. The dialog box also shows the file name 'Essay1' and the location 'This PC > Documents >'. The background shows the Word ribbon with 'Save As' selected.

**1 MS Word**

When ready to save your document:

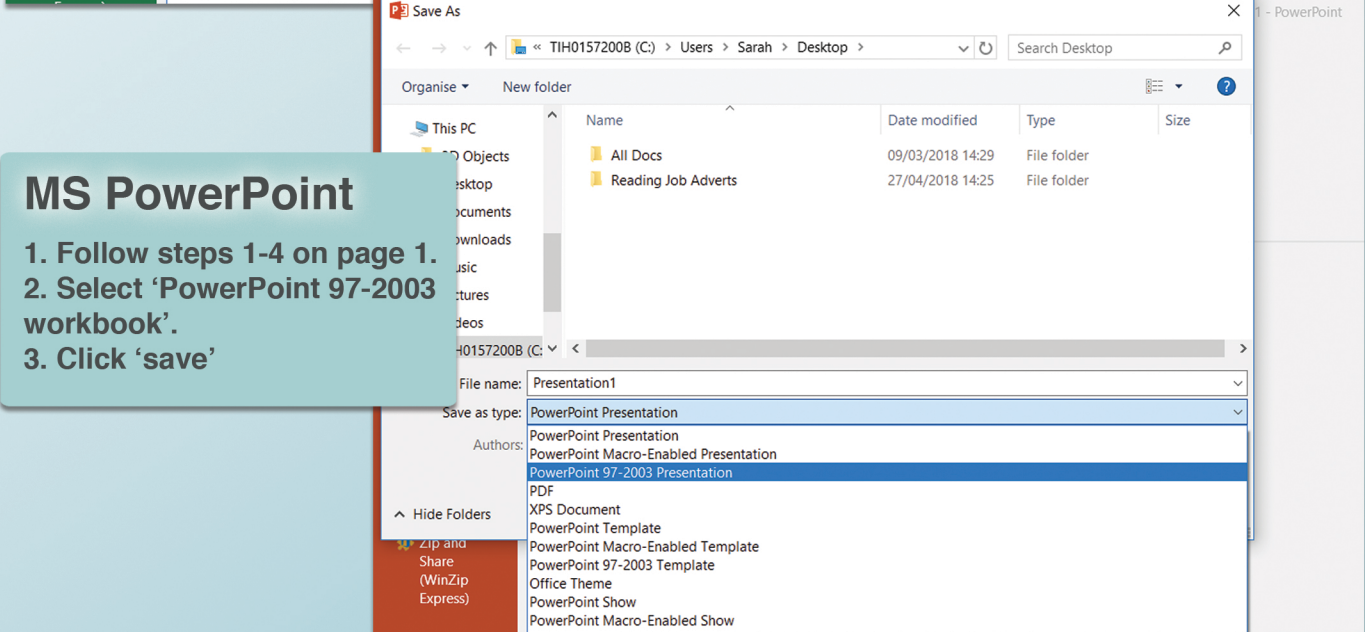
1. Click 'file' > 'save as'
2. Click 'Browse' and select where you'd like to save your document
3. Name your document
4. Click the drop-down arrow next to 'Save as type'
5. Select 'Word 97-2003 document'.
6. Click 'save'.





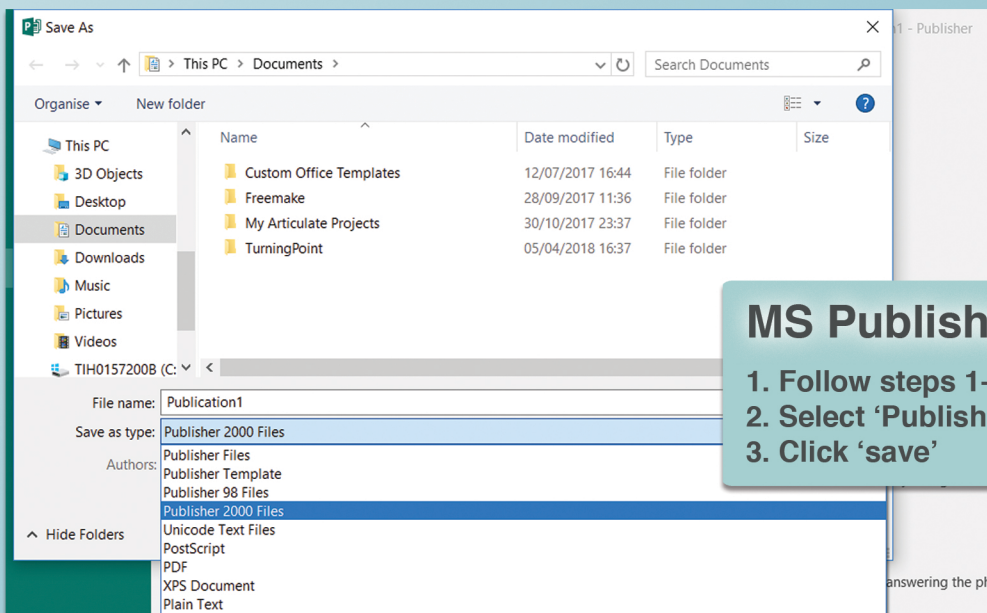
**MS Excel**

1. Follow steps 1-4 on page 1.
2. Select 'Excel 97-2003 workbook'.
3. Click 'save'



**MS PowerPoint**

1. Follow steps 1-4 on page 1.
2. Select 'PowerPoint 97-2003 workbook'.
3. Click 'save'



**MS Publisher**

1. Follow steps 1-4 on page 1.
2. Select 'Publisher 2000 files'.
3. Click 'save'

