

## MS OFFICE 2007 COMPATIBILITY ISSUES WITH OLDER VERSIONS OF MS OFFICE

### I. When Working in Office 2003 & Earlier Versions

If you are a user of Office 2003, or an earlier version, and you are sent an Office 2007 document, you will get one of the following error messages when trying to open the file (if it is not saved in a format that is compatible or if the Microsoft Office Compatibility Pack is not installed):

#### **Word**

- **Select the encoding that makes your document readable.**
- **Windows cannot open this file.**

#### **Excel**

- **The file is not in a recognizable format.**
- **Windows cannot open this file.**

#### **PowerPoint**

- **PowerPoint can't open the type of file represented by filename.**
- **Windows cannot open this file.**

**To install the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats, do the following:**

1. All Windows high-priority updates need to be installed. Go to **Start, All Programs (Programs), Windows Updates**.
2. Click on the **Express** button.
3. Click on the **Install** button to install all available high-priority updates.
4. If prompted, reboot your machine.
5. After rebooting the machine, go to [www.microsoft.com](http://www.microsoft.com), enter **Microsoft Office Compatibility Pack** in the Search Field, and click on the magnifier glass.
6. Click on **Download details: Microsoft Office Compatibility Pack for Word, Excel**.
7. Click on **Download**.
8. Click on **Run (Open)** on the "File Download-Security Download" window.
9. Click **Run (Open)** on the "Internet Explorer-Security Warning" window.
10. Put a check mark in the **Click here to accept the Microsoft License Terms** box on the "Compatibility Pack for the 2007 Office system" window and click on **Continue**.
11. Click on **OK** on the "The Installation is complete" window.
12. The **Microsoft Office Compatibility Pack** is now installed on your machine.

#### **NOTE:**


You will need to request that the sender re-save and send the file in a format that is compatible with your version of Office **if you do not have the Microsoft Office Compatibility Pack installed**. Please refer to "**When Working in Office 2007**" for directions on how to properly save in a compatible format.

## II. When Working in Office 2007

Office 2007 has a new file extension that is not compatible with older versions of Office. If you are working with other users who are using older versions of Office, you will need to save your documents in an older file format for them to properly open the file. Office 2007 has a built in compatibility checker that will review your documents to verify that you have not used any special features that older versions do not support and only pertain to Office 2007. The compatibility checker will notify you and allow you to remove those features before continuing to save.

In order to prevent the above error messages listed under “**When Working in Office 2003 & Earlier Versions,**” we recommend saving your documents in an Office 2003 (and earlier version) format. To do so, follow the directions below.

To save an Office 2007 document in an Office 2003 (or earlier version) format, do the following:

1. Click the **Microsoft Office Button** , and then click **Save As**.
2. From the **Save as type** list, select **Word 97-2003** format, **PowerPoint 97-2003 Presentation (.ppt)**, or **Excel 97-2003** format from the list of options. (Depending on which program you are working from).
3. In the **File name** box, type a name for the file.
4. Select a destination to save the file (My Documents, C drive, Desktop, USB Flash drive).
5. Click **Save**.

### **NOTE:**

Office 2007 can open files created in all previous versions of Office (1.0 through 2003). Office 2007 will open older documents in compatibility mode. You will know this because at the top of the document “**(Compatibility Mode)**” will appear next to the name of the file. Compatibility Mode will ensure that enhanced new features of Office 2007 will **not** be available while working in the document.