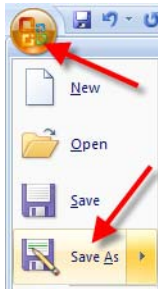


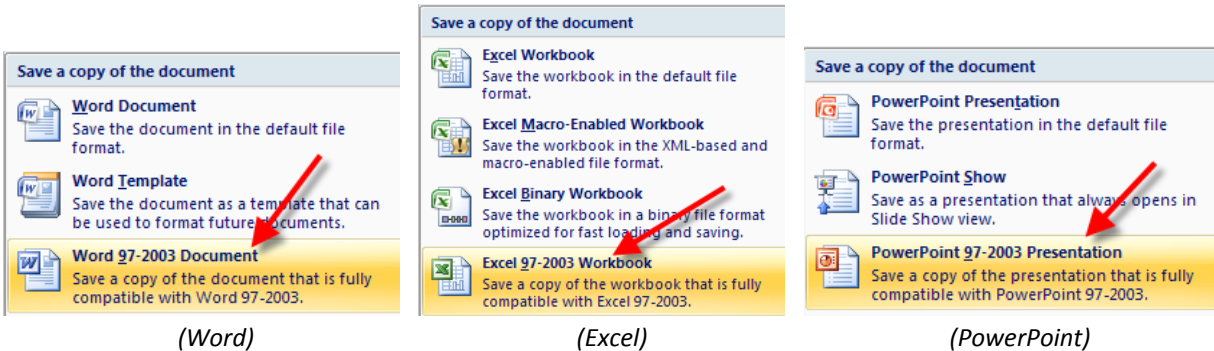
Making MS Office '07 Files Backwards Compatible

Files created in Microsoft Office '07 can not be opened in earlier versions of Office unless they are saved in a backwards compatible format. To do so:

1. Click the Office Button
2. Mouse over "Save As"



3. Choose the appropriate option depending on the program you are using.



4. Pick the down arrow next to the save in box
5. Browse to the location in your folder you wish to save the file
6. Click "Save"

