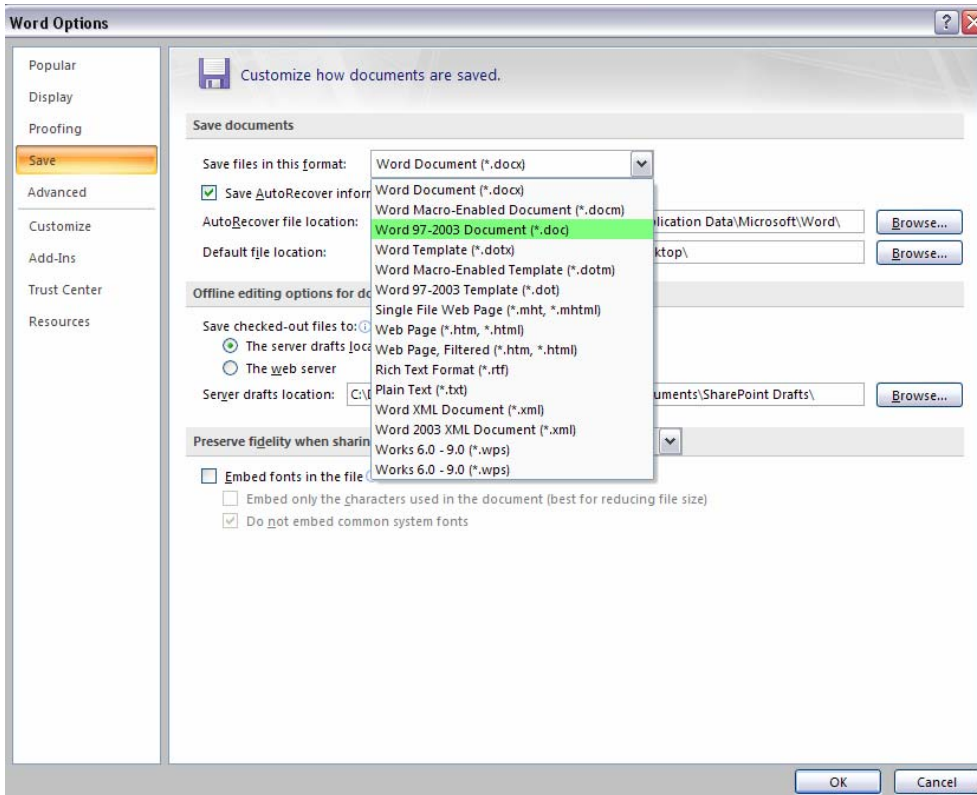


## To have Word automatically save files as \*.doc instead of \*.docx

1. Click on the Office Button in the upper left part of the Word window
2. Click on the Word Options button at the bottom of the window



3. Click on Save in the menu list on the left
4. Click the Save files in this format drop-down menu
5. Select Word 97-2003 Document ( \*.doc)



6. Click OK

Note: When opening files with \*.doc extensions Word 2007 will state it is running in Compatibility Mode in the top title bar.