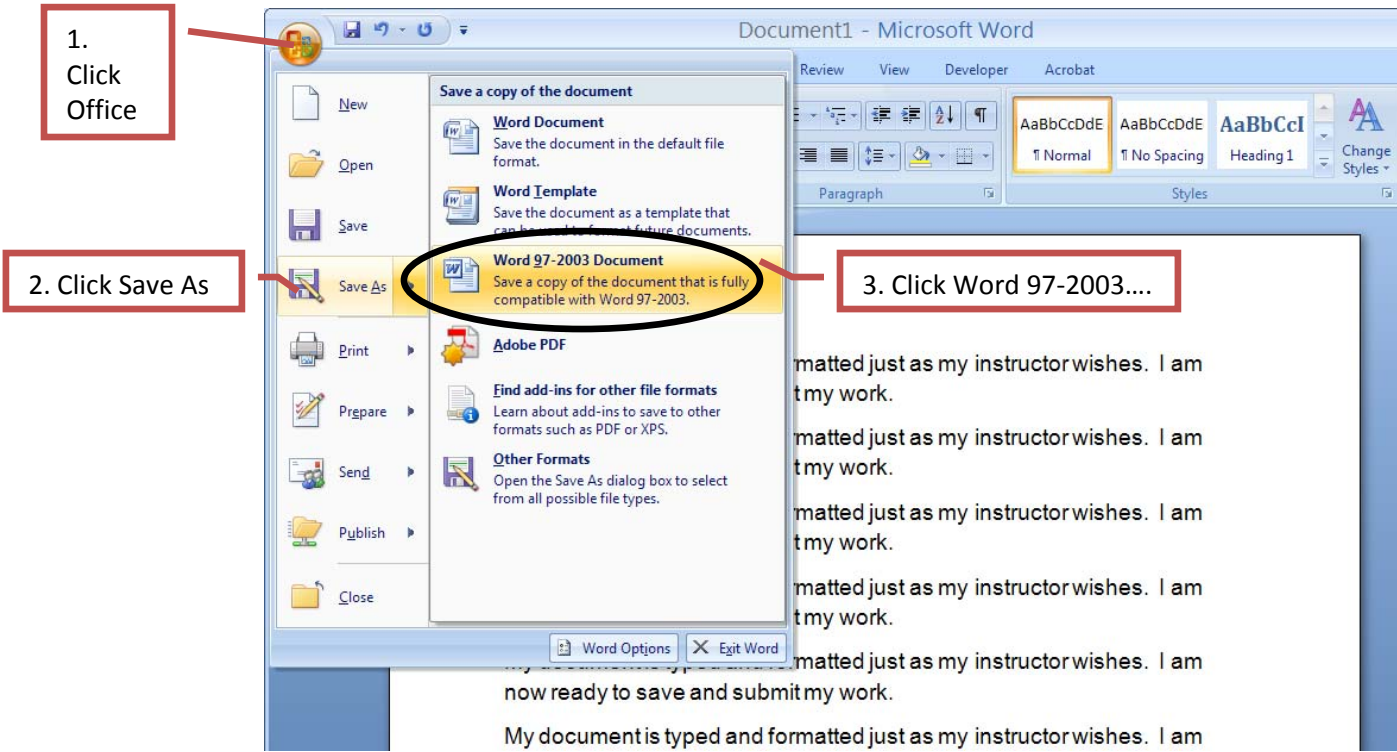


For users of Microsoft Office 2007: To convert a .docx file to a .doc file in Microsoft Word, please follow the steps below:

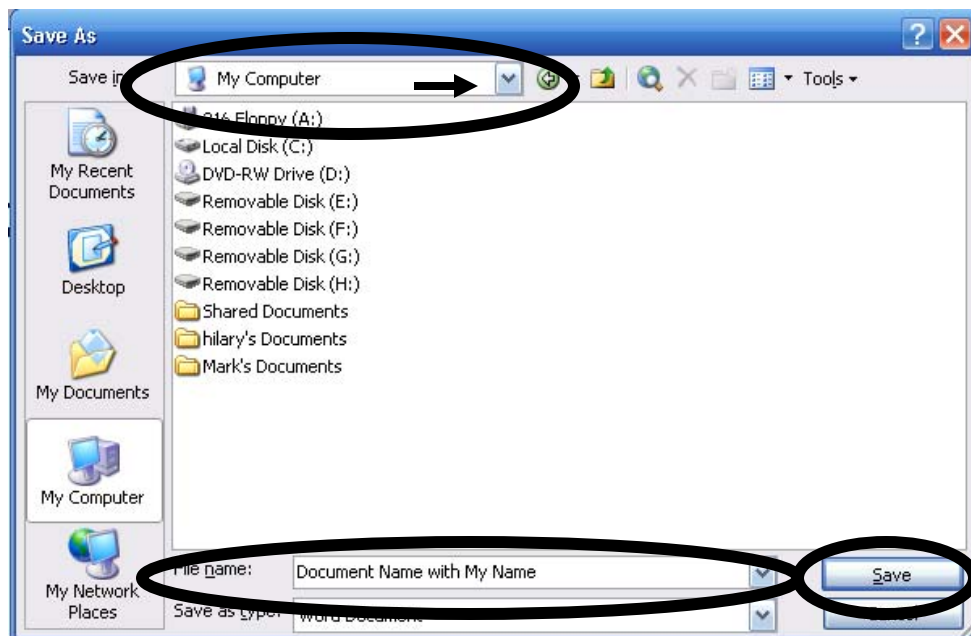
When you save your document in a Microsoft Office 2007 program (such as Microsoft Word), your file is automatically saved a .docx file. Instructors using versions of Microsoft Office less recent than 2007 are not able to open these files in their versions of Microsoft. Therefore, you may be required to convert your .docx file to a .doc file, which is readable by lesser versions of Microsoft Office. The process is pretty simple.

In Microsoft Word...

1. Type and format your document as required for your course work.
2. When work is ready, click the office button at the top left of window. Then scroll down and click on “Save As.” Once you click on “Save As,” you will have the option to save the document as a, 97-2003 document, which is compatible with earlier versions of Microsoft Word. Click on “Word 97-2003 Document.”



3. In the “Save As” Dialog box, click the dropdown arrow to the right of the “Save in” option to select the appropriate place to store your file. Then in the “File Name” box at the bottom of the dialog box, type an appropriate title for your work, being sure to include your name somewhere in the title (this is helpful for your instructor to keep up with whose work is whose).



4. Your file is now saved. The saved file name should now appear in the left corner in the blue strip at the very top of the screen.

