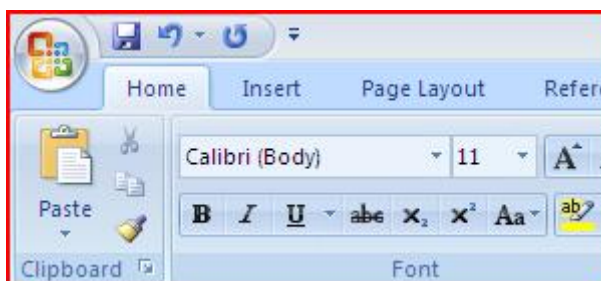


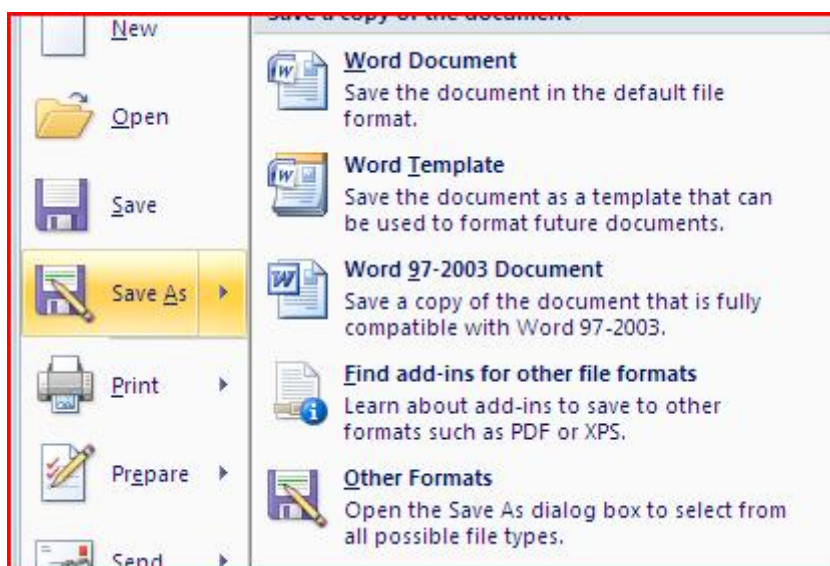
## Office 2007 – Saving your work so that it will work in school

A number of staff and students are now using the latest version of Microsoft Office, Office 2007. When you save documents in this new version the default format is incompatible with the 2003 version that we are currently using in school. Below is a short set of instructions to show you how to save your work in the 2003 format so that it will work in school.

1. Click on the 'Office Button' in the top left of the screen.



2. Now move your mouse over (do not click) 'Save As' and it will expand the menu as shown below:



3. Click 'Word 97-2003 Document' and this will bring up the box that you would usually see where you need to enter a name for your document and choose where to save it. Clicking save in this dialogue box will now save the document in a format that will be recognised in school.

PLEASE NOTE: That saving work in the new format is not an excuse for missing deadlines. If you have saved anything in this format then the IT Technicians will be able to change this for you and make your work accessible. This has been done successfully for a number of students over the last few months.