

# File Format and Compatibility<sup>1</sup>

## New File Formats

In addition to a new *user interface* [screen and menu layouts], Microsoft® Office 2007 has new default file formats. Because these new formats are based on the open standard Extensible Markup Language (XML), moving files between different applications is easier, and file sizes are smaller than those saved in the older formats.

**Table 1. Default File Formats**

	Office 2003	Office 2007*
<b>Word Document</b>	.doc	.docx
<b>Word Template</b>	.dot	.dotx
<b>PowerPoint Presentation</b>	.ppt	.pptx
<b>Excel Workbook</b>	.xls	.xlsx

\* The file extensions .docm, .dotm, .pptm, .xlsm are macro-enabled Office 2007 file formats. The 'x' in 2007 file formats refers to XML [Extensible Markup Language], the base for the new Office Suite.

## Can I open Office 2007 files in Office 2003?

One of three things will happen when you try to open a document created in one of the new Office 2007 programs with Office 2003 or XP:

- **Scenario 1:** If your computer is up-to-date with the updates offered on Microsoft Update or Office Update and you have installed the [Compatibility Pack](#), the new file format will open transparently in earlier versions of Office. You will be able to edit the file and save the file with the .docx file format.
- **Scenario 2:** If your computer is up-to-date but you have not yet installed the [Compatibility Pack](#), you will be told that you need to install the [Compatibility Pack](#) when you open one of the new document formats. Windows will then link you to the Microsoft® download site. Once you install the [Compatibility Pack](#), you will be able to open, save, and edit files in the new formats.
- **Scenario 3:** If your computer is **not** up-to-date and does not have the [Compatibility Pack](#) installed, when you try to open a file in the new format, the generic Windows *unrecognized file type dialog box* will open. If you select "use the web service to find the appropriate program," you will be told that you need the [Compatibility Pack](#) and will be directed to it online. You will then be instructed to update your computer via Microsoft® Update or Office Update and install the [Compatibility Pack](#), after which you should be able to open, save, and edit files saved with the new formats.

<sup>1</sup> Although Word, PowerPoint, and Excel are the only programs mentioned in this document, these instructions are applicable to the entire Microsoft® Office Suite.

## **Compatibility Pack**

The Compatibility Pack is offered as a free download from the Microsoft website. It allows users of Office XP or Office 2003 to open, edit, and save files in the new Office 2007 formats.

You can download the Compatibility Pack from the following webpage: <http://tinyurl.com/wamjh> (for your convenience, this website address has been shortened using tinyurl.com).

You can read the specifics about how the Compatibility Pack works in [Microsoft® Knowledge Base article 924074](http://support.microsoft.com/kb/924074) available from <http://support.microsoft.com/kb/924074>.

## **Mac Users**

For Mac users, you will need to download and install both the Open XML File Format Converter for Mac 1.0 and the Microsoft Office 2004 for Mac 11.5.0 update.

Together, these updates will allow you to convert files that were created in Office 2008 for Mac or Office 2007 for Windows so that you can, open, edit, and save them in earlier versions of Office for Mac.

You can read more about and download these updates from the following webpage: <http://support.microsoft.com/kb/953823/en-us>.

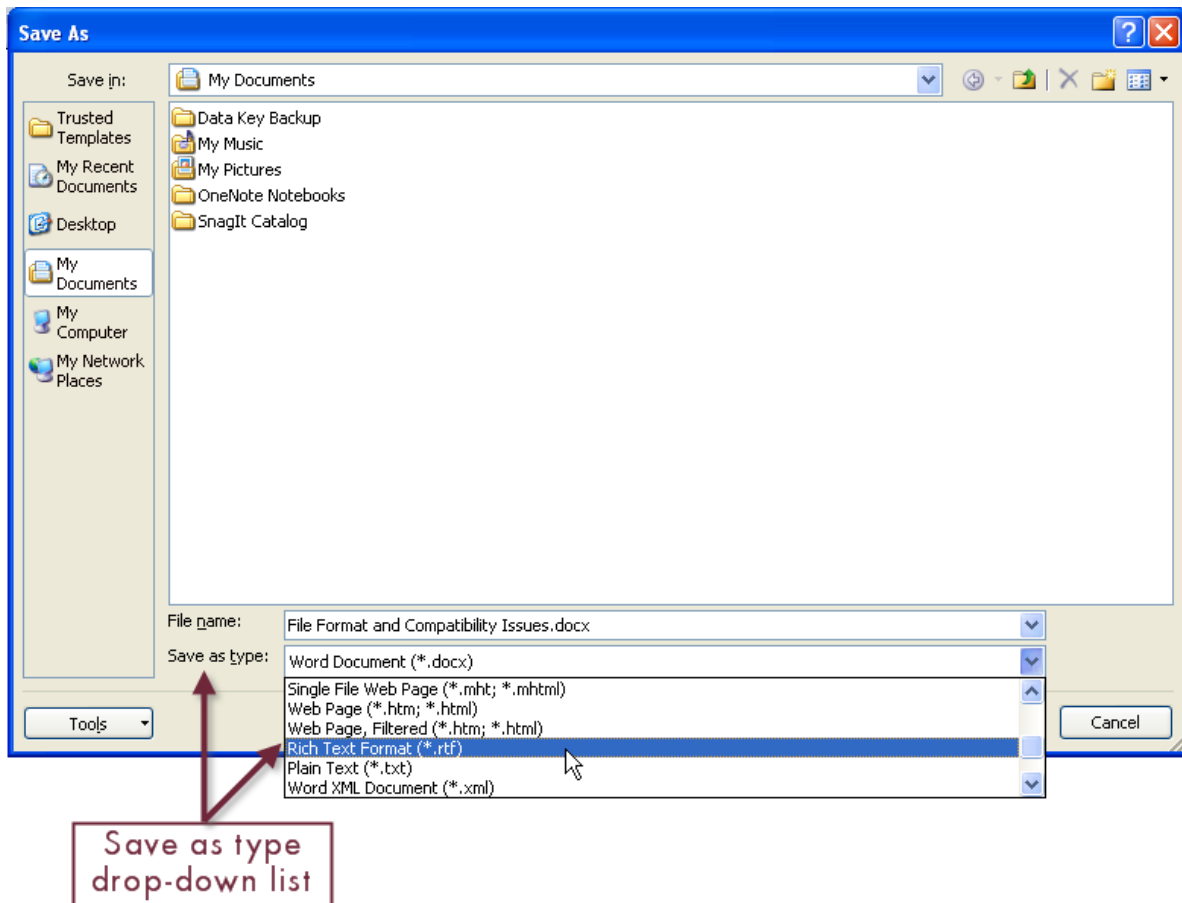
## Can I share my Office 2007 files with others who use Office 2003?

Yes, Office 2007 programs include several features that make sharing files with the older versions of Office easier:

- **Save As** allows you to save Office 2007 documents in legacy file formats.
- **Compatibility Mode** ensures that files created in Office 2007 do not contain features that are not supported in earlier versions of Office.
- **Compatibility Checker** explains how users of earlier versions of Office will experience a particular document.

### Save As

With Office 2007 programs, you can choose to save files in either the old or new file formats by selecting the file type from the **Save as type drop-down list** in the *Save As* dialog box.



When you save a file in the old format, you may get a message advising you that some of the formatting and features that are only supported by Office 2007 programs will be lost.

## Compatibility Mode

In *Compatibility Mode*, some features of the 2007 Office system are limited in order to be consistent with the features in previous versions of Office. Compatibility mode is document-specific and is automatically enabled when you open a file that was saved in the old file formats, convert an Office 2007 file to an older format, or configure the program to save to the old format by default. In Word, compatibility mode is also activated when you create a new document from an old-format template (.dot).

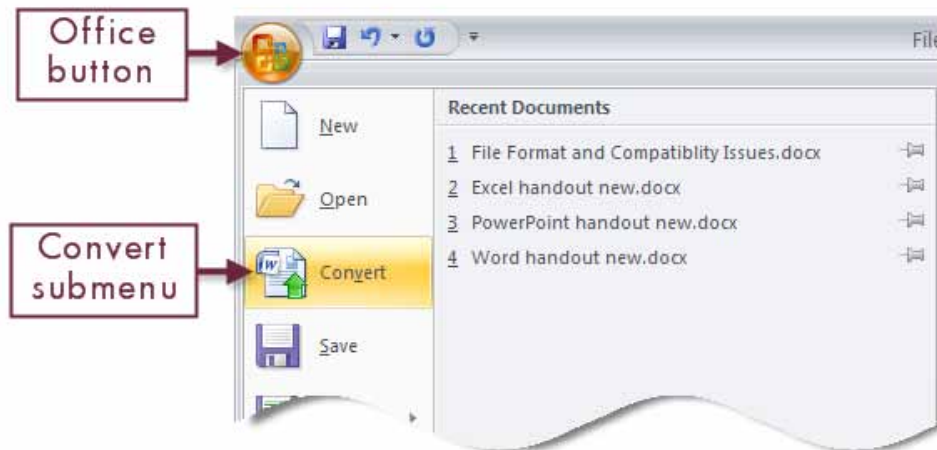
When the Office 2007 program is in compatibility mode, it will be indicated in the document title bar.



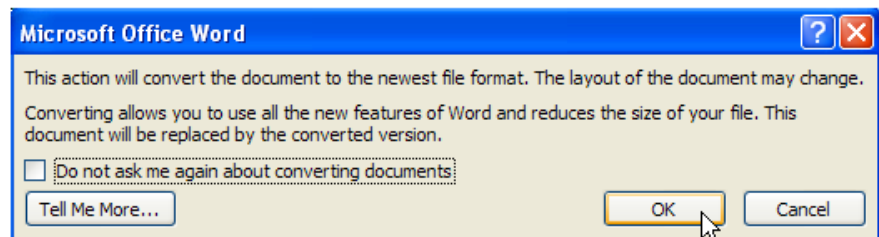
To turn compatibility mode on or off, you can use the Convert submenu:

**Step 1.** Click the **Office button**

**Step 2.** Click the **Convert submenu**



The convert document dialog box will open. After you click OK, your document will be converted to the new format.

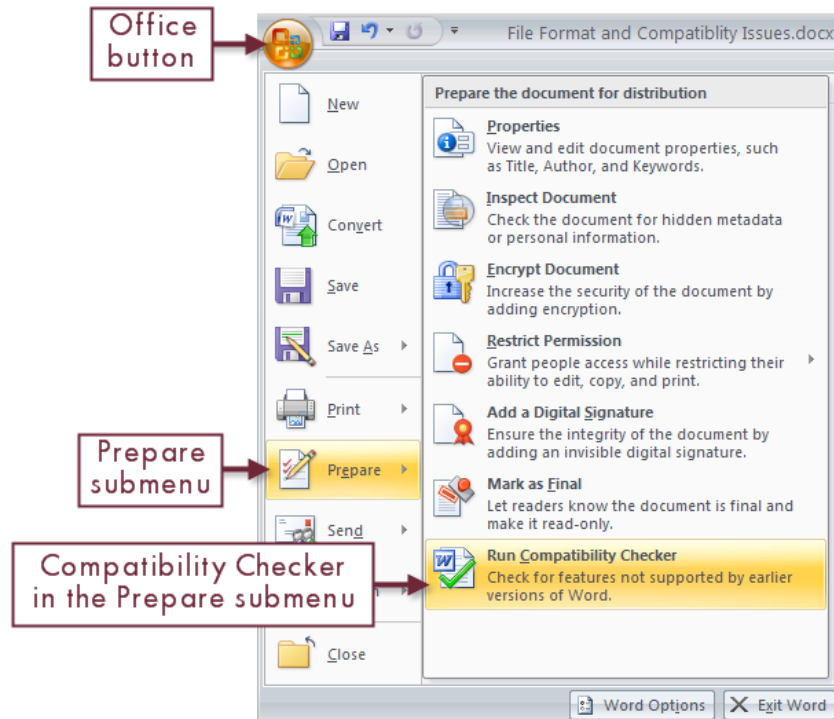


## Compatibility Checker

The *Compatibility Checker* feature of Office 2007 scans your document for content that may not appear the same or be fully editable when your document is opened in older versions of Office.

You can use the following steps to run the *Compatibility Checker*:

- Step 1.** Click the **Office button**
- Step 2.** Click the **Prepare submenu**
- Step 3.** Click the **Run Compatibility Checker** command



The Compatibility Checker dialog box will open and list the content within the document that will be affected by the process of down-converting.

