

Converting Documents to 2007 Format

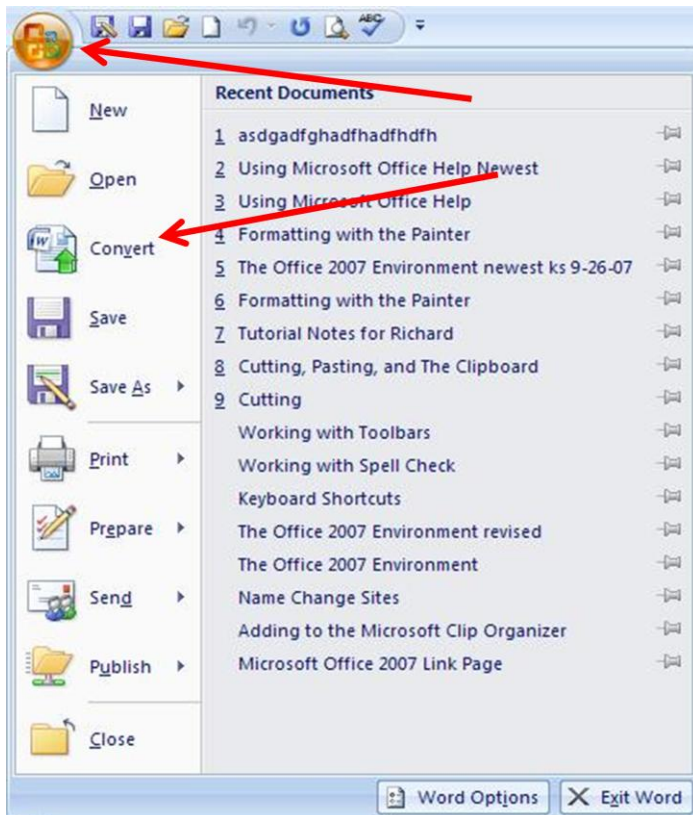
It is possible to convert documents created in previous versions of Office to the 2007 file type. Converting old documents cuts down on file size and allows the full use of new program features.

NOTE: This function works only for documents that are contained on the local machine. Documents on remote servers or network drives must be manually saved in the new file type as a separate file. For more information on using the Save as... function, refer to Microsoft Word 2007 Basics: Saving a File.

1. Open the document you want to convert

EXAMPLE: **FallAgenda.doc**

2. From the OFFICE button , click **CONVERT**  a dialog box appears explaining the conversion.



3. Click **OK**.
The document is converted to the newest file type.