

Office 2007 file formats for use in Blackboard

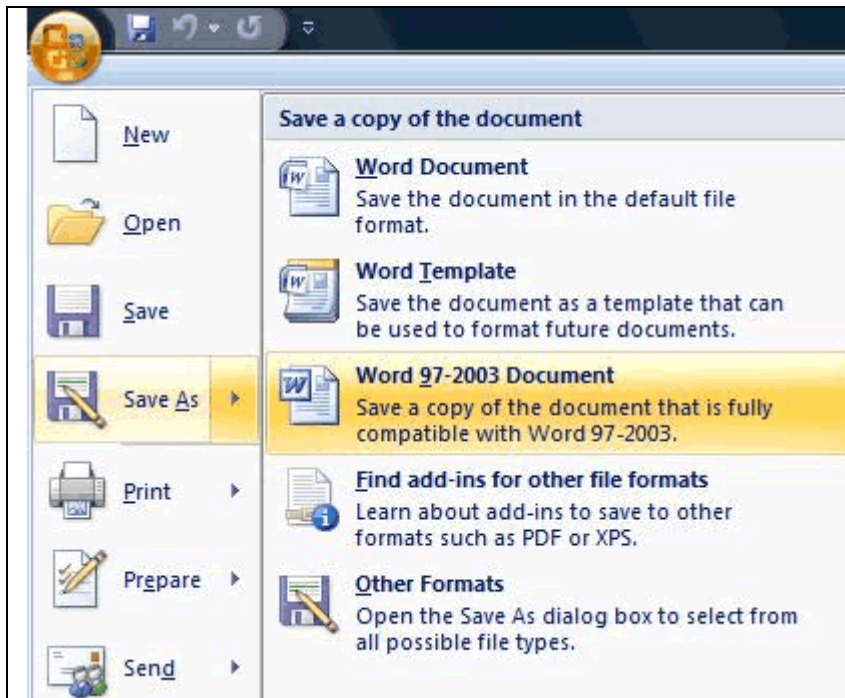
Office 2007 applications such as Word, Excel and PowerPoint will by default save files with new different file extensions (.docx, .xlsx, .pptx) than Office 2003 and earlier versions (.doc, .xls, .ppt). Below are some steps you can take to save your files as a lower version. This will be helpful if you create files using Office 2007 and you are considering sending to students who do not have the free capability pack (see information below) installed or if they are using a Mac computer as they might not be able to open these files. Below are the steps to save as a lower version and how to change the default to always save as a lower version.

Saving Office 2007 files as Office 2003

In Office 2007, you have the option to save your created files in the format used by older versions. For example you can save a Word document that Word 2007 by default saves as .docx as a Word 2003 .doc file.

When saving your Word 2007 file, choose "Save As", and choose Word 97-2003 format. This saves your Word 2007 document not as a .docx file but rather .doc file that can be opened and read in older versions of Microsoft Word.

Likewise, when saving an Excel 2007 spreadsheet or PowerPoint 2007 presentation, choose "Save As", and save your spreadsheet or presentation in the old file format.



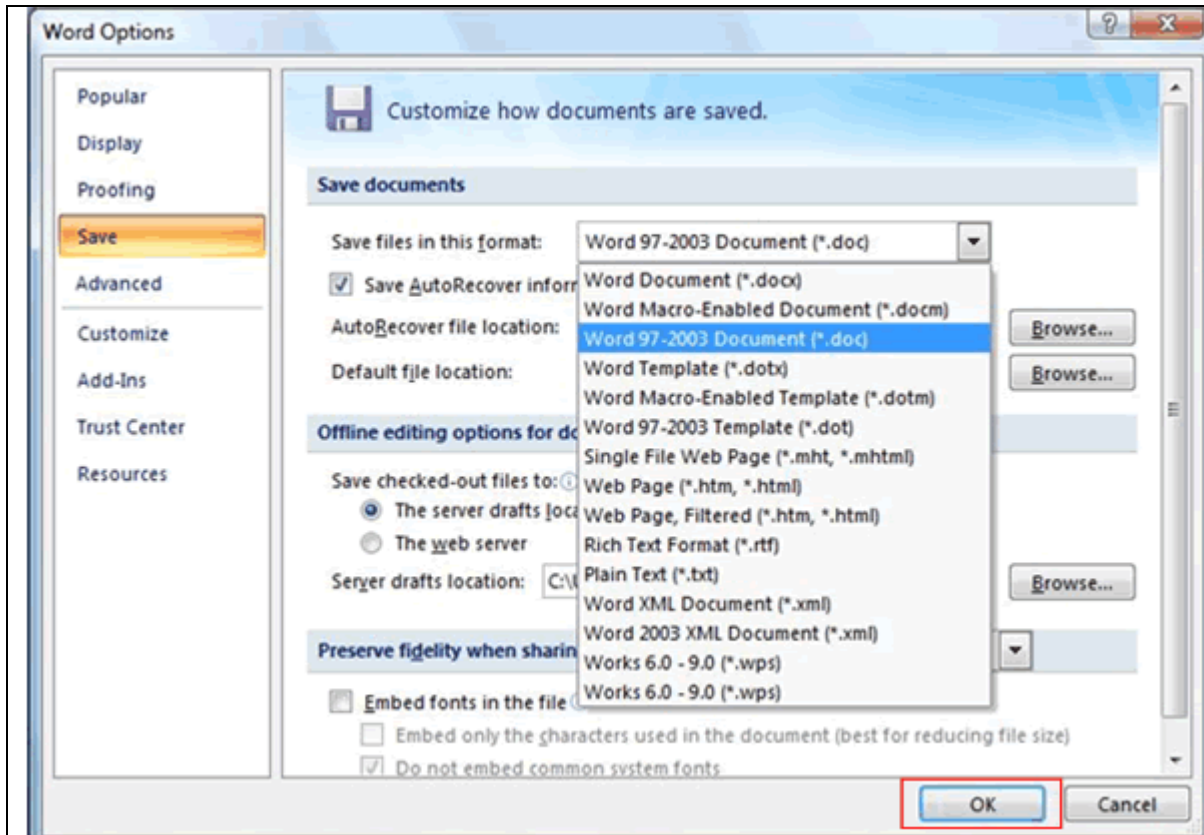
Setting the default file saving format in Office 2007 to Office 2003

To force Office 2007 to always save new files in the old .doc file format, take the following steps in Word 2007. Repeat these steps for each Office 2007 program (such as PowerPoint or Excel) old file format (ppt. or .xls) that you may be using for files within Blackboard.

Step 1: Click on the Office icon at the top left corner of MS Word. Click on "Word Options" at the bottom right corner.



Step 2: Select "Save" from the menu options. In the right-hand side panel, down-arrow on "Save files in this format" and select "Word 97-2003 Document (*.doc)".



Step 3: Click "Ok" to accept the changes.

Microsoft Office Compatibility Pack for Office 2007 File Formats

This has been done for all campus PC computers but users and students personal computers might need this information below.

Since Office 2007 programs typically creates files in docx, xlsx, and pptx format, Office 2003 and earlier versions cannot read these files. If you do not use Office 2007 but would still like to ensure that you can read Office 2007 files, you will have to install the Compatibility Pack from Microsoft. The Compatibility Pack can be downloaded from www.Microsoft.com and search for Compatibility Pack, then follow the instructions below to install it. Instructions for download:

1. Download the [Compatibility Pack](#) and saving the file to your desktop.
2. Double-click the FileFormatConverters.exe program file on your desktop to start the setup program.
3. Follow the instructions on the screen to complete the installation.