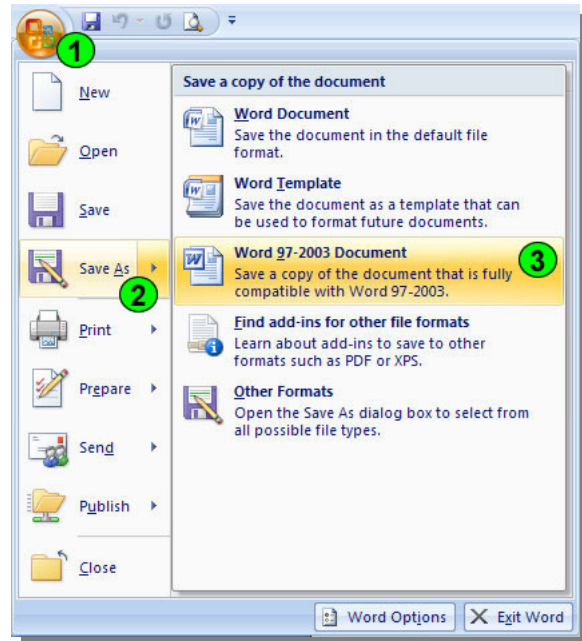
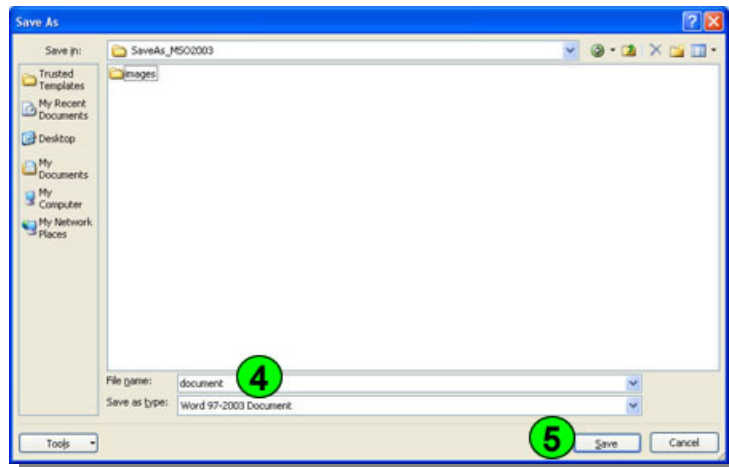


Save file as Word 97-2003 Document

1. Click the **Microsoft Office Button**
2. Click **Save As**
3. **Select Word 97-2003 Document** in the *Save as type* list.

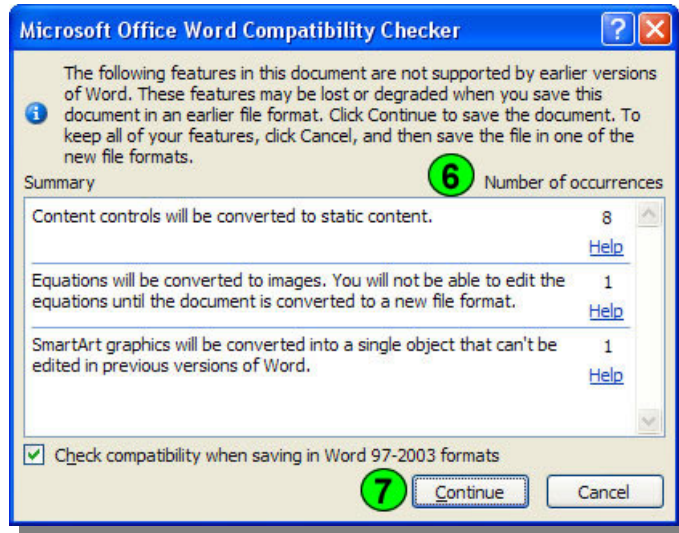


4. In the *File name* box, **type a name** for the document.
5. Click **Save**.



6. The *Compatibility Checker* will inform you of any Office 2007 formatting options used in the document that are not supported by earlier versions of Word.

7. Click **Continue**.



Document elements that behave differently in Compatibility Mode

Office Word 2007 element	Behavior in Compatibility Mode
Relative positioning text boxes	Only absolute positioning is available.
Margins	Only absolute tabs are available.
Theme colors	Are unavailable.
Theme fonts	Are unavailable.
Theme effects	Are unavailable.
Content controls	Are unavailable. However, legacy controls are available.
SmartArt	Only a limited set of diagram types is available.
Equations	Are unavailable.