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## **How to open an Office 2007 file in Office 2003 (or an older version of Office)**

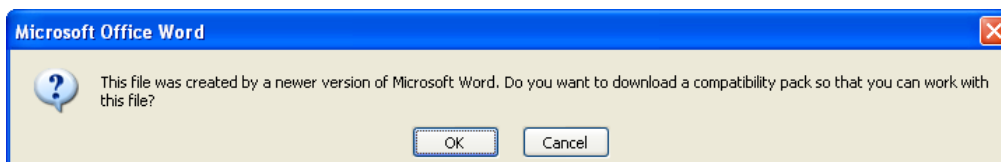
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The new Office 2007 suite of products offers lots of features that you will love once you upgrade. However, while you continue to use Office 2003 (or an older version of Office), there is the matter of sharing Word documents, PowerPoint presentations and Excel Spreadsheets with users of the new products. The new suite of Office products uses a completely different file format that really is nothing like the formats used by its parent products. In fact, the “file” that you work on in any of these products is actually a collection of files that are used by the program to create what is on your screen or what goes to your printer. At this early stage what this will mean is that you are going to run into programs that will not know what to do with these files or, worse yet, that will try to do the wrong things with them.

You will be able to recognize Office 2007 files. Their names end in .docx, .xlsx or .pptx (for Word, Excel or PowerPoint, respectively).

Fortunately, Microsoft has released a Compatibility Pack that will allow users of the older versions of Word, Excel and PowerPoint to continue sharing documents with those who have made the switch to Office 2007. There are a couple of idiosyncrasies in the way the Compatibility Pack works. The conversion of documents from one version to another will never be perfect, but once you have installed it you will be able to collaborate with users of the newer products.

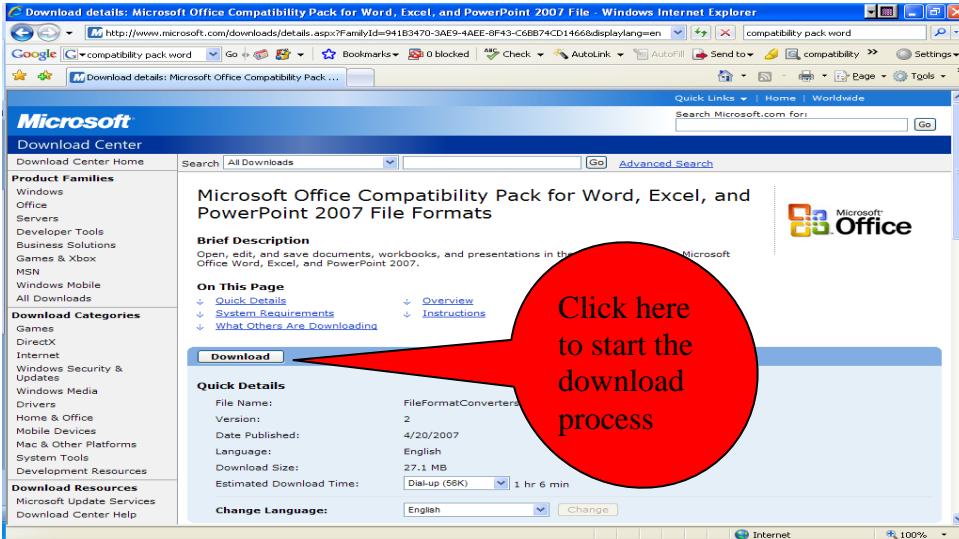
If you are using Office 2003 (or an older version of Office), the following prompt will appear when you attempt to open an Office 2007 file:



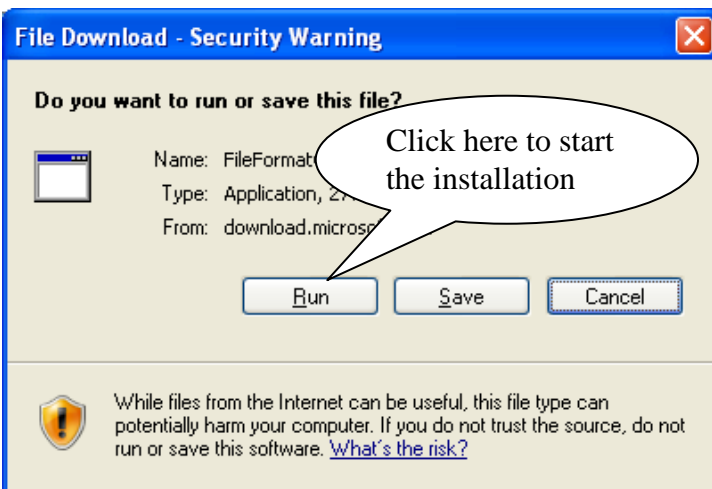
The first step is to download the Compatibility Pack from Microsoft. You can do this by going to the following web site:

<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>

This should bring you to the following screen:



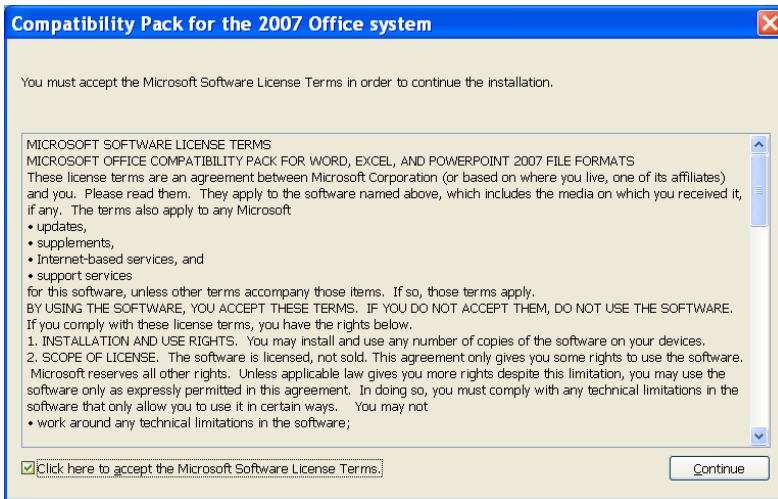
Next you will see the following window:



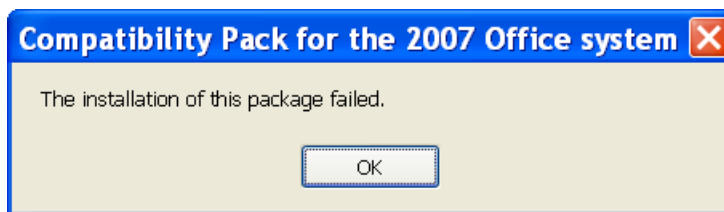
Then simply follow the instructions to load the program.



Put a "check mark" in the "Click here to accept the Microsoft License Terms" box and click on the Continue button.



If you get the following message, it means that you do not have administrator rights to your computer. You will need to contact the Help Desk or IT Support Person for your school or department to complete the installation of the Compatibility Pack.



Otherwise, the Compatibility Pack will continue to install.

At the end of the installation process, you will need to restart Office.

When opening an Office 2007 file in Office 2003 (or an older version of Office), you will get the following warning message:



Click OK and your file will open.

## QUESTIONS?

For questions on opening an Office 2007 with Office 2003 (or an older version of Office), call the IT Help Desk at 410-706-HELP (4357) (weekdays, 8:00 a.m. - 5:00 p.m.) or send an e-mail to: [help@umaryland.edu](mailto:help@umaryland.edu)