



## Save as .doc instead of .docx in Microsoft Word 2007

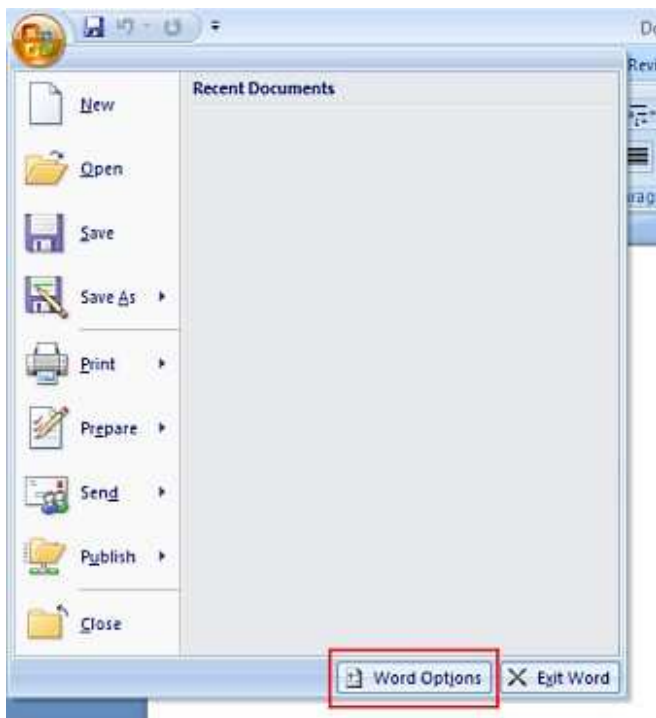
The .doc format remained virtually unchanged in Microsoft Word 97-2003 and is still supported in Microsoft Word 2007. But Microsoft Word 2007, by default, saves files as .docx documents.

You can change the default format Word 2007 uses to save a file. To do this, use the following steps:

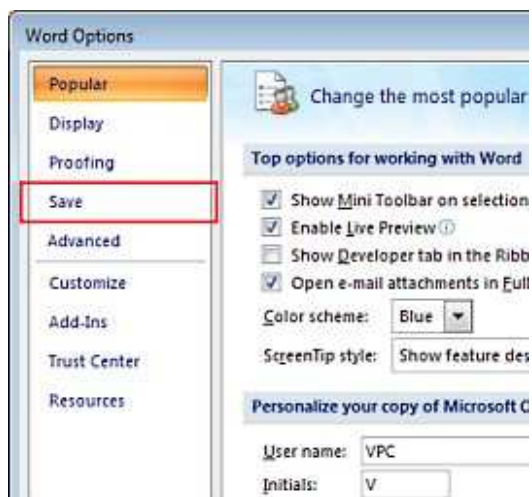
1. Click the Office button (the big round button at the top left of the Window)



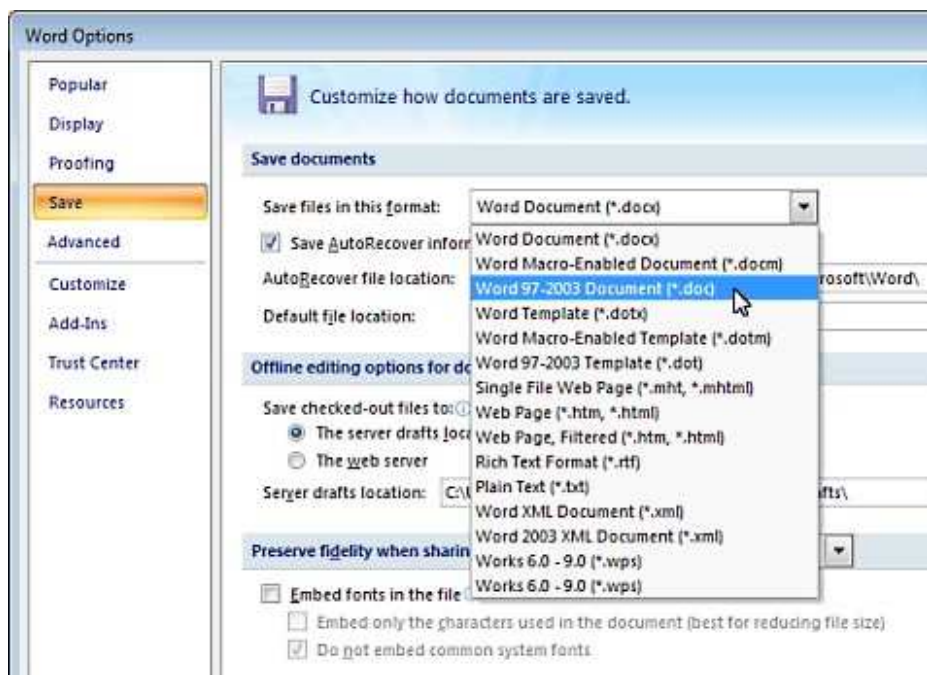
2. Then click Word Options.



3. In the Word Options dialog box, choose the Save category from the list on the left.



4. Use the Save files in this format drop-down menu to choose the format you want Microsoft Word 2007 to use by default. Choose "Word 97-2003 Document (\*.doc)"



5. After you have made the selection, click the OK button. Microsoft Word 2007 will now use the "Word 97-2003 Document (\*.doc)" format by default and all future documents that you save will be in this format.