

## Sending Office 2007 Documents as Attachments

IS&T recommends that Office 2007 users take extra steps to ensure cross-platform and cross-version compatibility when sending Office 2007 documents as attachments to other people. Older Microsoft Office versions such as Office 2003 and Office 2004 (Mac) cannot view or edit Office 2007 format documents. While the compatibility toolkit from Microsoft provides limited viewing and editing capabilities for Office 2003, it does not provide access to all the features or content in some Office 2007 formatted files and the compatibility toolkit will not be available for Office 2004 (Mac) until the end of this year.

For additional information on Office 2007 at MIT, please visit Office 2007 for Windows (<http://itinfo.mit.edu/product.php?vid=730&platform=Windows>)

The table below presents each version with an explanation of how you can save your documents.

Version	Explanation
<b>Office 2007</b>	<p>You have two options of how you want to save all your Office applications (Word, Excel, PowerPoint, etc.) documents in the 97-2003 format.</p> <ul style="list-style-type: none"> <li> <b>One-time change of the default save settings:</b> To automatically save your all Office applications (Word, Excel, PowerPoint, etc.) in the 97-2003 format, follow the instructions below. They are also located at <a href="http://itinfo.mit.edu/answer.php?id=8301">http://itinfo.mit.edu/answer.php?id=8301</a>. </li> </ul> <p>If you have the Office 2007 Pro Plus edition, you can download the Office 2007 Tool from the MIT Software Windows site at <a href="http://web.mit.edu/software/win.html">http://web.mit.edu/software/win.html</a>.</p> <p>Other additions, like Office 2007 Enterprise, require configuring the Save settings manually for each application as follows:</p> <ol style="list-style-type: none"> <li>In the upper left corner, click on <b>the Office</b> icon.</li> <li>Do one of the following: <ul style="list-style-type: none"> <li>In Word, click <b>Word Options</b>.</li> <li>In Excel, click <b>Excel Options</b>.</li> <li>In PowerPoint click <b>PowerPoint Options</b>.</li> </ul> </li> <li>From the left side on the window, click <b>Save</b>.</li> <li>Locate the option <b>Save files in this format:</b> and do one of the following:</li> </ol>

	<p>In Word, click <b>Word 97-2003 Document (*.doc)</b>.          In Excel, click <b>Excel 97-2003 Document (*.xls)</b>.          In PowerPoint, click <b>PowerPoint Presentation 97-2003 Document (*.ppt)</b>.</p> <p>5. Click <b>OK</b>.</p> <ul style="list-style-type: none"> <li>Per document: If, instead, you want to configure the format per document, do the following:              Choose the <b>Office</b> button&gt;<b>Save As&gt;97-2003 format</b>.</li> </ul>
<b>Office 2003</b>	<p>For those not upgrading to Office 2007, IS&amp;T recommends that Office 2003 users install Microsoft's Compatibility Pack to ensure you are able to read the new Office formatted documents (XML). Using the Compatibility Pack with Office 2003 will enable you to open, edit, and save files using the XML-based file formats new to Word, Excel, and PowerPoint 2007.</p> <p>NOTE: When viewing or editing an Office 2007 document, added features that require the Office 2007 format are not available. An example is the increase row and column limitations in Excel.</p> <p>Install the compatibility pack to open, edit, save, and create files using the new Open XML format in Office 2007.</p>
<b>Office 2004 (Mac)</b>	<p>When attaching documents, select <b>send Windows friendly messages</b>.</p>