

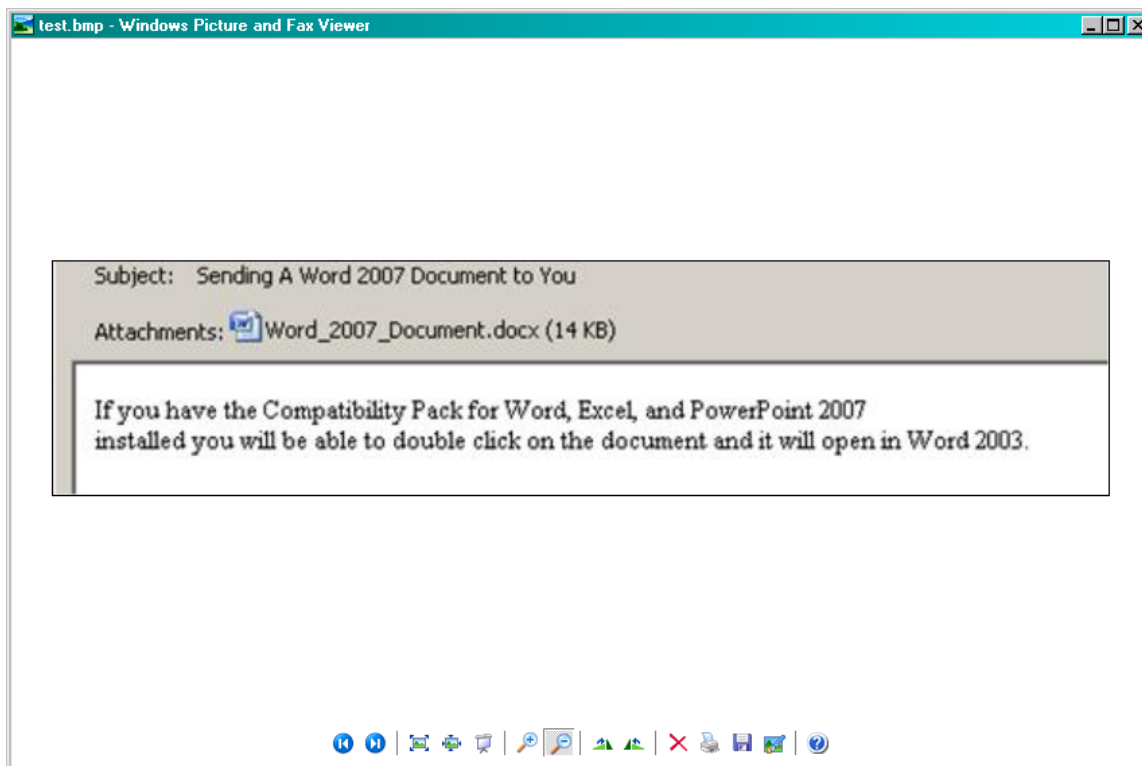
How do I open and modify documents created in Word, Excel and PowerPoint 2007?

All computers supported by the HR Financial Zone have the Compatibility Pack installed on them. When receiving files from Office 2007 the Compatibility Pack will allow you to view, convert, and save Office 2007 files in a format that is more compatible with Office 2003. Microsoft Office 2003 is the current version installed on all HR Financial Zone computers.

The Compatibility Pack serves as an add-on for Microsoft Office 2003 and will not show as a separate item in your list of programs. (Examples of Office 2007 file types: **.docx**, **.xlsx**, **.pptx**)

Circumstances where this Compatibility Pack could be beneficial to HR Financial Zone customers include the receipt of email attachments with **.docx**, **.xlsx**, or **.pptx** file extensions.

The following image represents how a typical **.docx** (Microsoft Word 2007) file would appear as an email attachment.



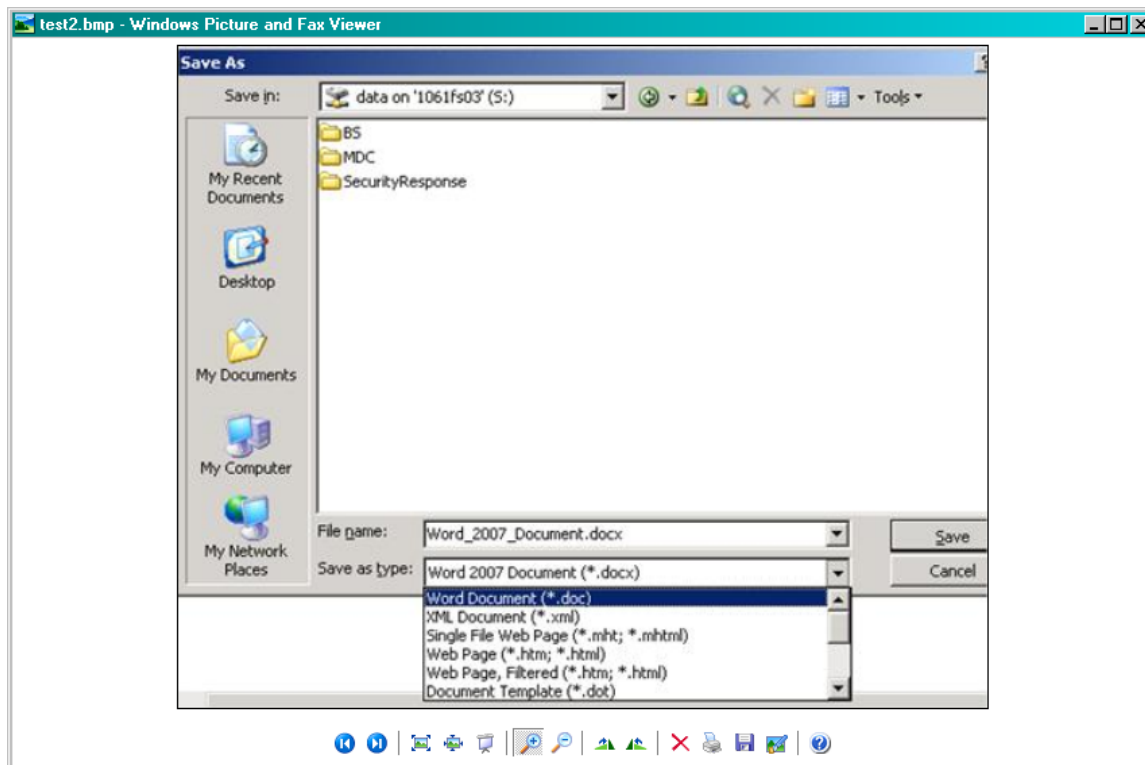
Even though an Office 2007 document will open in Office 2003 with the use of the Compatibility Pack, by default the file will retain its **.docx**, **.xlsx**, or **.pptx** extension. **In order to ensure the widest compatibility** with organizations on and off campus the HR/Financial Zone highly recommends that all HR/Financial Zone staff **re-save any Microsoft Office 2007 files** in the appropriate Microsoft Office 2003 file format (**.doc**, **.ppt**, **.xls**).

This action should be completed the first time the Office 2007 file is opened or prior to making any changes to the contents of the file.

The following image and steps illustrate how to save a Microsoft Office 2007 file in a Microsoft Office 2003 compatible format. Below we are using a **.docx** file as an example, but the same steps would apply to Microsoft Excel 2007 (**.xlsx**) and PowerPoint 2007 (**.pptx**) files.

How to Save a .DOCX file as a .DOC file in Microsoft Office 2003:

1. Once the **.docx** file is open, choose **"File"** then **"Save As"** as illustrated in the below image.
2. Choose your desired file "save as" location on the network. (e.g. S:\BS\...)
3. From the **"Save as type"** drop down list scroll up to the **"Word Document (*.doc)"** option.
4. This will change the file type from **.docx** to **.doc**.
5. Choose the **Save** button.
6. Your document has now been saved in a Microsoft Office 2003 compatible format.



The HR Financial Zone has determined that **this Compatibility Pack is not a "fix-all" solution** for converting all files that you receive in Microsoft Office 2007 file formats. The Compatibility Pack is merely a tool to extend Office compatibility across versions until Microsoft Office 2007 is released within Business Services and Computing.

There are issues that have been identified when the Compatibility Pack interacts with some advanced Office 2007 features. For further details regarding these identified issues, please refer to the section below titled Microsoft Office 2007 Compatibility Pack Supplemental Information.

If you encounter issues with the Compatibility Pack conversion process, the following actions should be taken until Microsoft Office 2007 is in full production within HR Financial Zone supported environment:

What To Do If You Encounter Issues with the Compatibility Pack Conversion Process:

1. Contact the sender of the file created in Office 2007.
2. Request that the original sender of the file re-send it to you in an Office 2003 compatible format.

The HR Financial Zone hopes that this Compatibility Pack will help to extend the functionality of Office 2003 for HR Financial Zone customers as we prepare for our planned transition to Office 2007. This planned target date is based on a timetable to fully test Office 2007 with the wide gamut of programs and applications currently used by our customers within the HR Financial Zone.

Microsoft Office 2007 Compatibility Pack Supplemental Information

During the HR/F Zone pilot of the Microsoft Office 2007 Compatibility Pack, the following potential issues were discovered:

- **Excel Files:** Files received in the Office 2007 file format (.XLSX) that contained graphs and charts with advanced features often did not convert properly, display properly, or retain full functionality. No messages appeared indicating that features were not converted properly, so knowledge of the original file contents generated in Office 2007 is advised.
- **Word Documents:** Documents received in the Office 2007 file format (.DOCX) that contained images, graphs, and/or charts with advanced features often did not convert at all and often did not retain proper formatting and features.

The Office Compatibility Pack regularly does not provide detailed error messages, making tracking the source of an issue or error difficult.

- **Digital Rights Management (DRM) Feature Support:** DRM for Office 2007 is a set of advanced digital rights management features used for secure document management. Typically these features will require authentication to an external server to prevent non-authorized users from opening or modifying Microsoft Office 2007 files. DRM for Office 2007 files is not supported by the compatibility pack and will not provide an error relating to DRM without opening the document in Microsoft Office 2007. The file containing the DRM features will simply fail to convert.
-

For additional information regarding the Office Compatibility Pack for Word, Excel and PowerPoint 2007 file formats; please refer to the following links to the Microsoft Office Online website:

Exchanging Files Between Previous Releases of Microsoft Office and the 2007 Microsoft Office Release: *(please ignore the section on installing the Compatibility Pack... it will be distributed to your office workstation for use within Business Services)*

<http://office.microsoft.com/en-us/products/HA101686761033.aspx>

Introduction to New File Name Extensions and Open XML Formats: *(includes a list of all the default file extensions in Office Word 2007, Office Excel 2007, and Office PowerPoint 2007)*

<http://office.microsoft.com/en-us/help/HA100069351033.aspx>

If you have any questions or comments regarding the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 file formats, please contact the HR Financial Zone at 49195 or email hrfzone@purdue.edu.