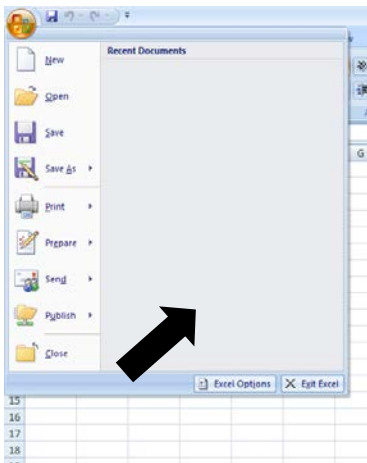


Compatibility Mode

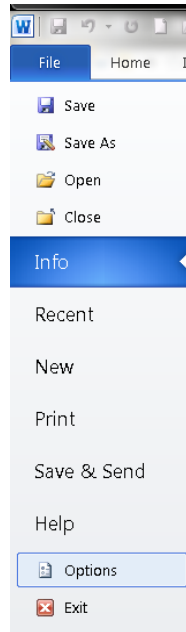
Follow these instructions to default your Office Programs to save in what is called “compatibility mode”. This is so that anyone using an older version will be able to open your document you have sent them or will be able to work on your computer at home if you have not updated yet. Some new versions of Office are not compatible with older versions unless you save in this format.

You will need to get to the Options Menu of the program. In 2007 click one time on the “bubble” at the top left hand corner for the menu. At the bottom of the menu you will see “Excel Options” or “Word Options” or “PowerPoint Options” depending on which program you have opened. See the screen shot below. For 2010 you will need to click on the File tab in the ribbon (menu at top) and then choose the Options menu. For 2013 and 2016 you need to click the File tab, then on Options. The menu that pops up will look very similar.

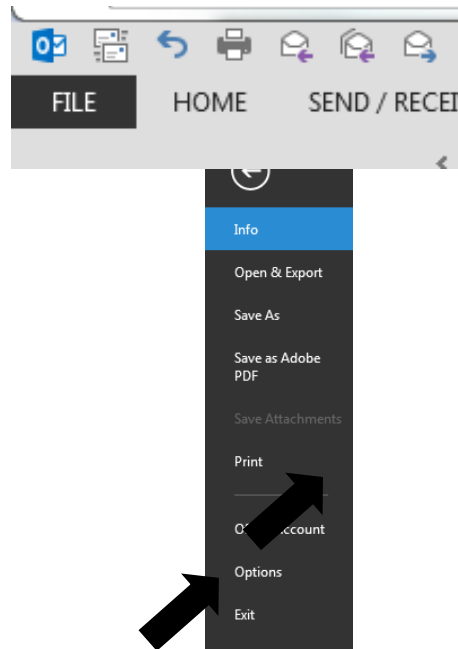
2007



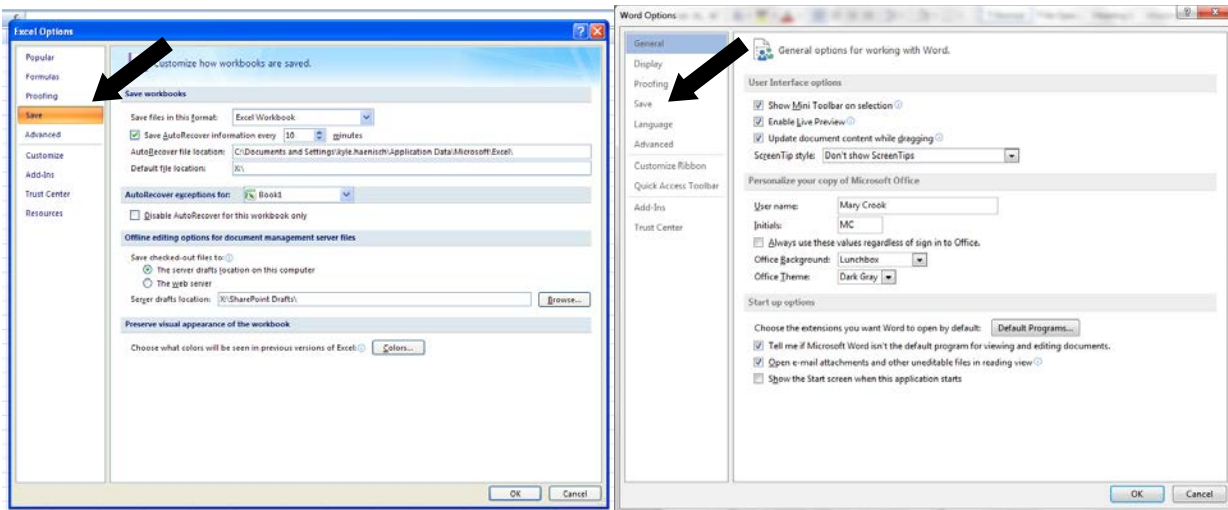
2010



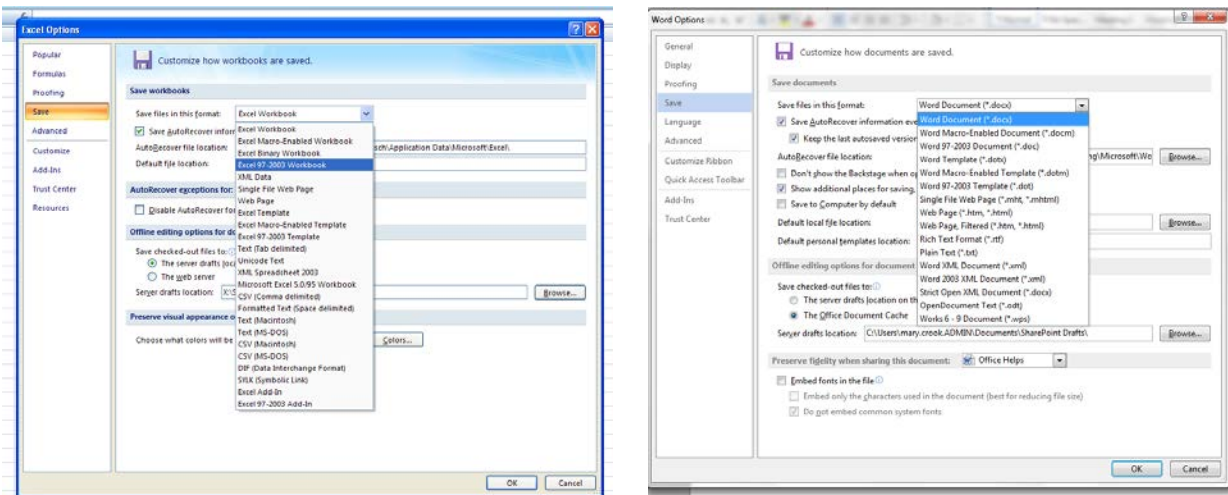
2013/2016



A menu similar to these will pop up and you will need to click on the “save” option in the list on the left.



In the “Save files in this format” field, click on the arrow and choose the option that will save in the 97-2003 versions. Click ok and you will be working in the compatibility mode and will not have to continually remember to do a file save as and change it to this every time you create a new document. Hope this helps!



In 2016 the menu will look a little different. Find the area that says “Preserv fidelity when sharing this document and change it to say “compatibility Mode” like below.

Preserve fidelity when sharing this document: Compatibility Mode

<http://office.microsoft.com/en-us/support/getting-started-with-office-2013-FX102809998.aspx>