

How to save a Microsoft Document in an earlier version

Microsoft 2007 documents save files in a version that cannot always be read in earlier versions of Microsoft. So if they have Microsoft 2003 and you email them a version from 2007 they will not be able to read it.

So save your document as an earlier version.

Save As – change your Save as Type to a version that says 97-2003.

** This is the works the same in Word.*

