

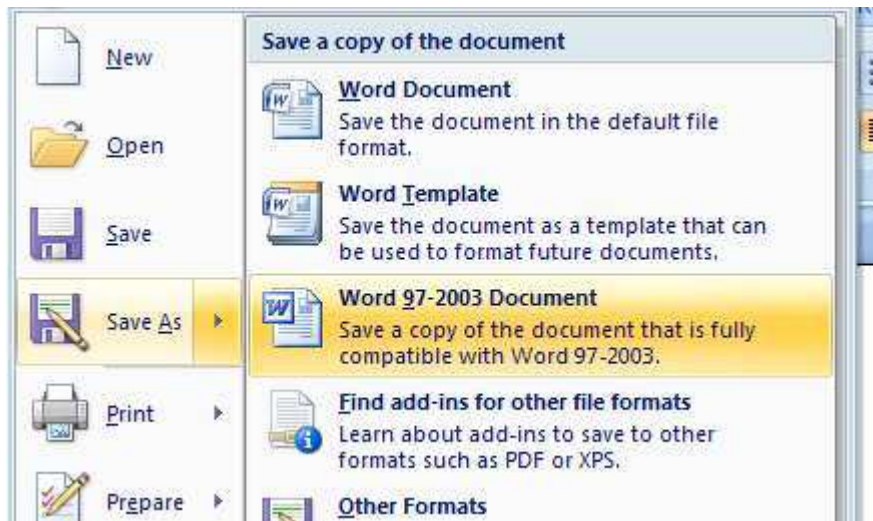
How to Save Office Document in 2003 format

For a document that has not been previously saved:

1. In your office document, click the Office Button in the upper left corner of the Office application



2. Mouse over 'Save As'
3. Click 'Word 97-2003 Document'



4. Type a name in 'File Name' box



5. Click 'Save'

For a document that has been previously saved:

1. In your office document, click the Office Button in the upper left corner of the Office application



2. Click 'Save'
3. Click the 'Save As Type' down arrow
4. Choose 'Word 97-2003 Document' in the drop down list
5. Type a name in 'File Name' box



6. Click 'Save'