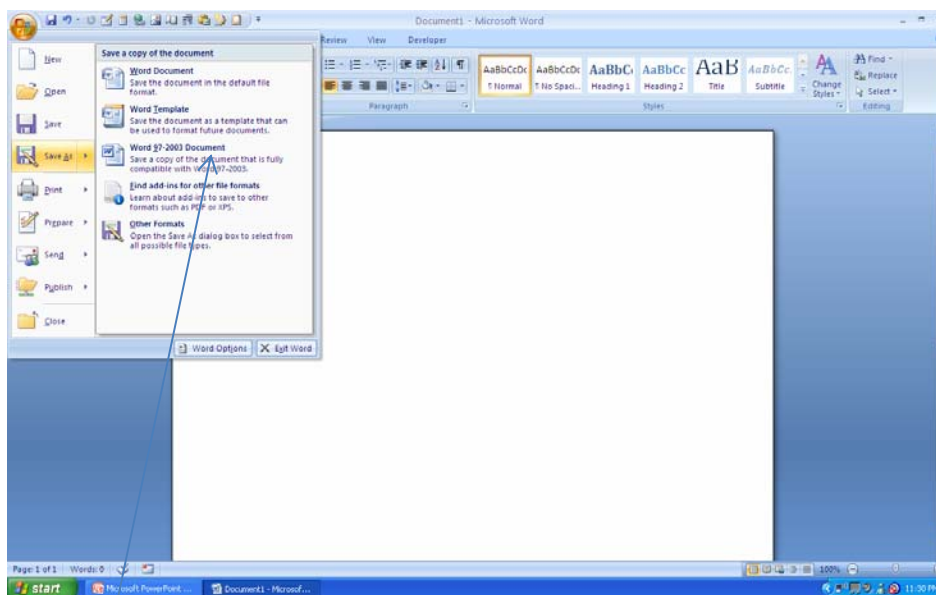


MS Word – Saving in Different File Formats

You can save your document in earlier versions of Microsoft Word. The default for Word 2007 has an extension .docx. Choose the **Office Button** and **Save As**.

MICROSOFT WORD 2007 BASICS TIP SHEET

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If you need to save as a rich text document, you will need to choose **Other Formats** to get the **Save As** dialog box. Make sure you choose **Rich Text** in the **Save as Type** drop down list.

