

Drake University will not be upgrading to Office 2007 this term on University owned equipment. Office 2007, however is available to all personal machines and many are choosing to upgrade. This poses a problem for University owned machines in that, files created in 2007 will **not** open in any previous versions. Many students are creating files in the new version of Word and Instructors and others who have not upgraded are unable to view these files. OIT is offering two solutions to this situation:

A.) Faculty may opt to request that students **must** submit their work in a format other than 2007. In each program of Office there is an option to change your default save option to the 97-2003 version. This only needs to be done the first time you open each program as settings are then saved.

**Word** - Click the Office Button and choose "Word Options". In the left side column, choose "Save". Change Word Document (\*.docx) to Word 97-2003 Document (\*.doc).

**Excel** - Click the Office Button and choose "Excel Options". In the left side column, choose "Save". Change Excel Workbook to Excel 97-2003 Workbook.

**PowerPoint** - Click the Office Button and choose "PowerPoint Options". In the left side column, choose "Save". Change PowerPoint Presentation to PowerPoint Presentation 97-2003.

B) Faculty and students may follow the appropriate links to install an application that will convert 2007 documents so they can be opened in older versions of Office.

**PC Users, please click the following link:**

<http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466&displaylang=en>

*Please note you must have any high priority updates installed from the Microsoft Update before installing this compatibility pack.*

**Macintosh Users, please click the following link:**

[http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/download/Office2004/ConverterBeta\\_0\\_2.xml](http://www.microsoft.com/mac/downloads.aspx?pid=download&location=/mac/download/Office2004/ConverterBeta_0_2.xml)

*Please note, you must be at Office 2004 version 11.3.4 or later to open any converted documents.*