

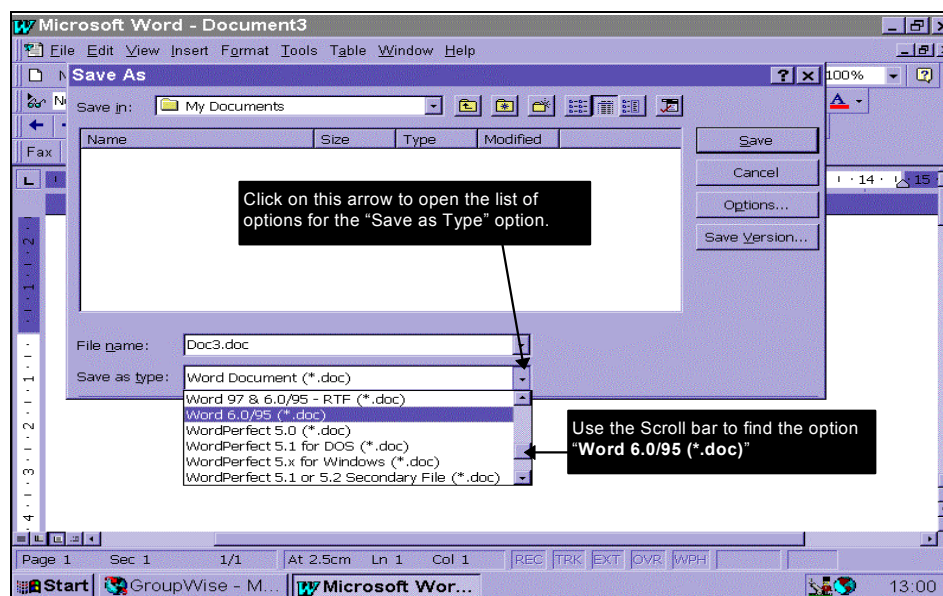
## Saving a Word 97 Document as a Word 7.0 Document

Even in year 2000 there are users who still use older versions of Word, such as Word 6.0 or, more commonly, Word 7.0 (also called Word 95). **If you are a Word 97 user** you may one day find that you need to exchange (by e-mail, say) a document that you produced, with someone who is using one of those older versions of Word. Unless you take the specific steps highlighted below, that “other person” will not be able to open your document.

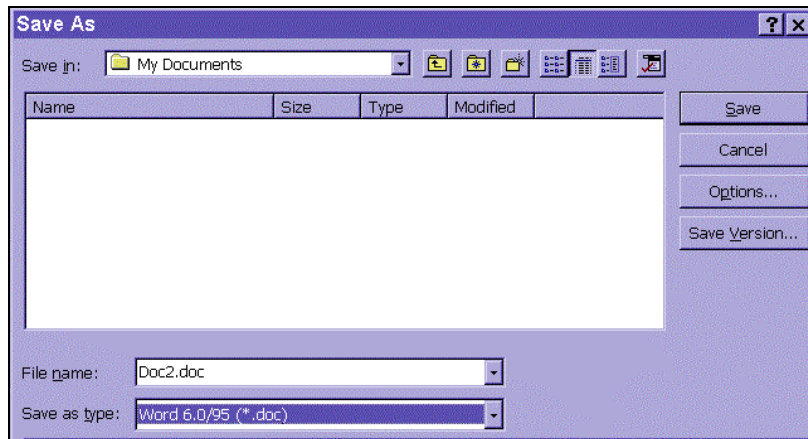
To save a Word 97 Document as a Word 95 (Word 7.0) document it only takes three more extra clicks of the mouse than saving it as a Word 97 document.

Once you have created the document all you need to do is the following :

- Click on **File \ Save As**.
- In the **Save as** dialog box select the location for the document to be saved (as you would normally), and choose a name for the document.
- At the bottom left hand corner of the Save As dialog box there is a dropdown list called **“Save as Type:”**. Click on the small arrow to the right of the currently selected option (normally this is **“Word Document (\*.doc)”**). This will produce a list of options.



- From the list of options that appears click **once** on the option “**Word 6.0/95 (\*.doc)**” (you may need to use the scroll bar to reach the option). This will make the list disappear and “**Word 6.0/95 (\*.doc)**” appear as the “**Save as Type:**” option, as shown in the illustration below :



- Now that you have selected the document to be saved as a **Word 95 (Word 7.0)** document, all you need to do is click on the **Save** button.
- You have now saved the document as a **Word 95 (Word 7.0)** document.

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