

Word 2007 Compatibility

Saving / Opening Files

Files saved in Word 2007 **CANNOT** be opened directly in Word 2003. If you are working in Word 2007 and need to be assured that a file you are sharing can be opened in 2003 you can:

- Go to **Office Button, Save As, Word 97-2003 Word Document**
(This will save the document with the 97-2003 file format)
- Go to **Office Button, Save As, Adobe PDF**
(This will save the file as a pdf, no changes can be made to the document in this format)

If you are working in 2003 and you need to open files created in 2007, a special add-in program must be installed. This add-in will allow you to open any Word 2007 file in Word 2003.

To download this add-in, go to www.microsoft.com/downloads and search for “**Microsoft Office Compatibility Pack 2007.**”

Files saved in Word 2003 CAN be opened directly in Word 2007, no further action needs to be taken. However, when a 2003 file is opened in Word 2007, it opens in “Compatibility Mode.” This mode ensures that no new or enhanced features in Word 2007 are available. When you save a file that is in Compatibility Mode, the default save setting is in the Word 2003 format (.doc) this is to ensure backward compatibility.

Spacing in Word 2007

There are several new spacing defaults in Word 2007. They are as follows:


LINE SPACING

Line spacing is the distance between each line in a paragraph.

Word 2007: 1.15

Word 2003: 1 (Single)

To change line spacing:

1. Put cursor in paragraph or to change entire document, use **Ctrl + A**.
2. On the Home tab, in the Paragraph group, click on the **Line Spacing** button.

3. Make selection from list.


MARGINS

Word 2007: Top, Bottom, Left, & Right 1”

Word 2003: Top & Bottom 1”

Left & Right 1.25”

To change Margins:

1. On Page Layout tab, in Page Setup group, click on the  button.
2. Make selection from list, such as, Office 2003 Default to revert back to Word 2003 margins.

PARAGRAPH SPACING

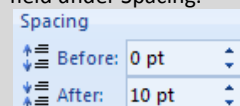
Paragraph spacing is the distance between each paragraph in a document. (Each time you hit the Enter key.)

Word 2007: After 10pt

Word 2003: After 0pt

To change paragraph spacing:

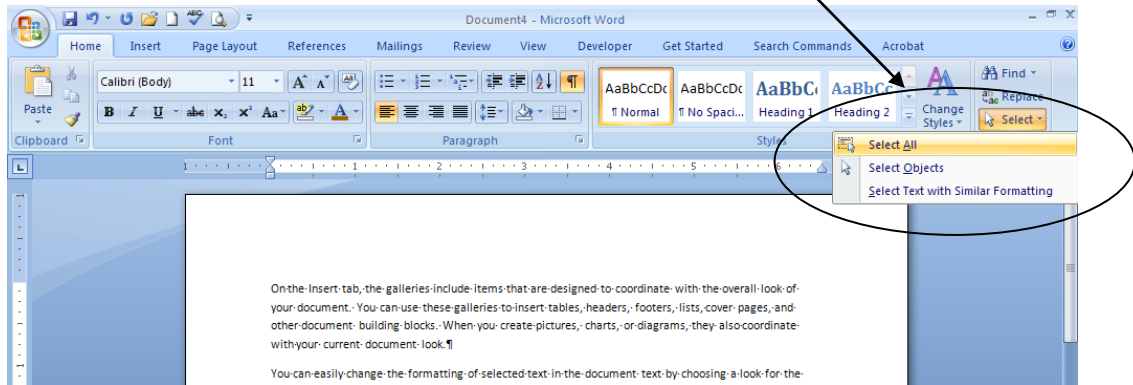
1. Put cursor in paragraph or to change entire document use **Ctrl + A**.
2. On the Page Layout tab, in the Paragraph group, use the **After** field under Spacing.



Adjusting Spacing for a Word 2007 Document

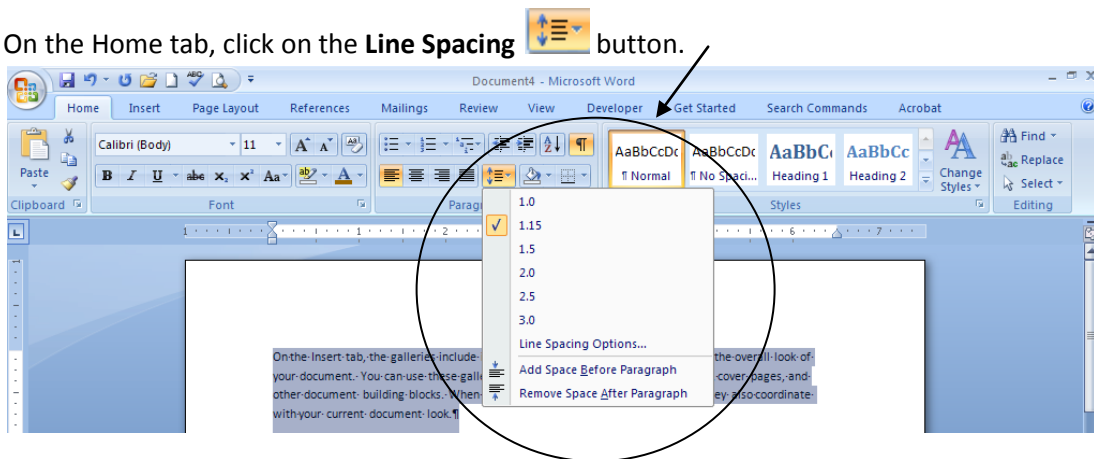
If you are using Word 2007, the new spacing defaults will create extra space between the lines of a paragraph AND after a paragraph. These instructions will show you how to adjust the spacing for your documents.

1. Type the document in Word 2007. You can adjust the spacing after the document is complete.
2. On the Home tab, click on the **Select** button and then **Select All**.



This will select the entire document.

3. On the Home tab, click on the **Line Spacing** button.



4. Click on the option for **Remove Space After Paragraph**. This will eliminate the extra 10pt after each paragraph.
5. Click on the **Line Spacing** button again. Click on the option for **2.0** to adjust the line spacing to double spacing.