
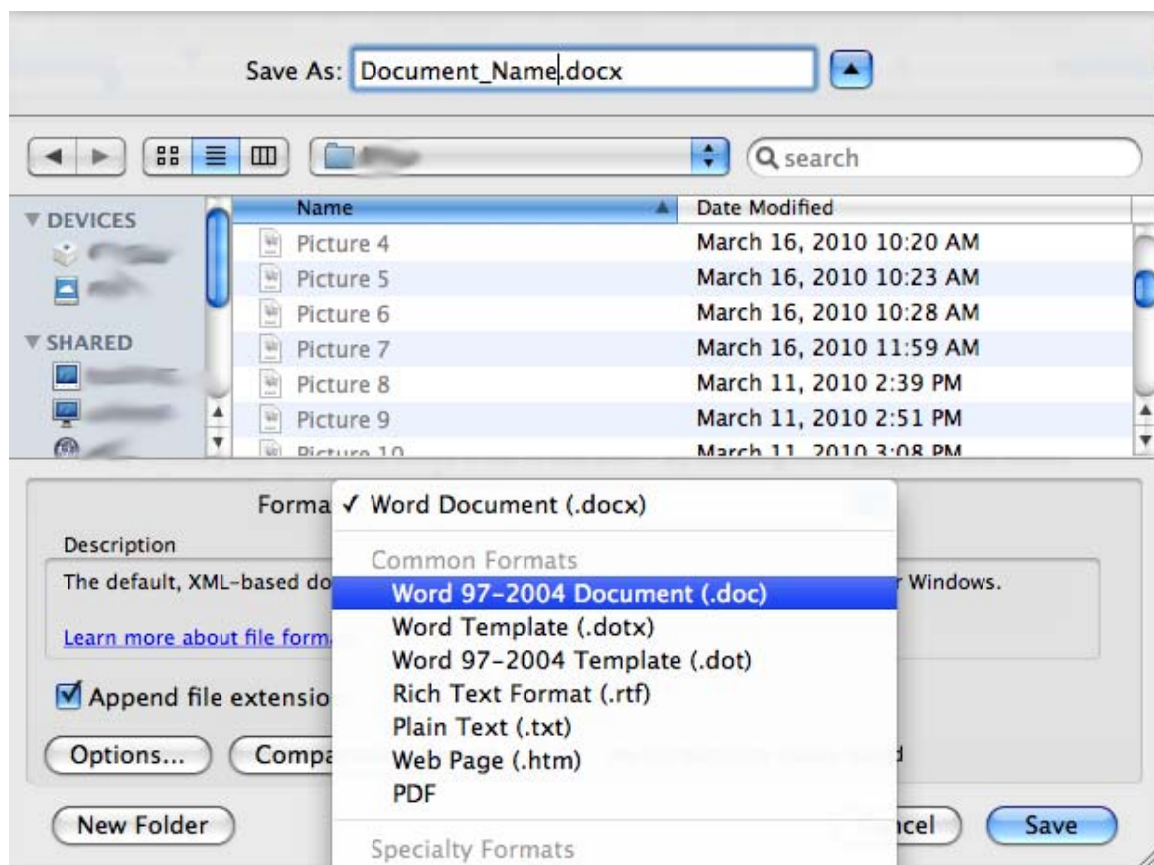


How to Make Sure Students Can Open Your Files

In order to make new documents compatible for all students, you may have to ensure that the file is saved in a format that is accessible for older word processors. In Microsoft Word 2007, the default save option is .DOCX, which is not compatible with Microsoft Word 2003, (without plug-ins or convertors), WordPerfect or Works. To ensure compatibility, it is as easy as changing the format in which your document saves from Word 2007. By clicking the Office Button , then Save As... you can select the format in which it saves. By saving a file as a .DOC instead of a .DOCX, the file becomes much more accessible for other word processors.



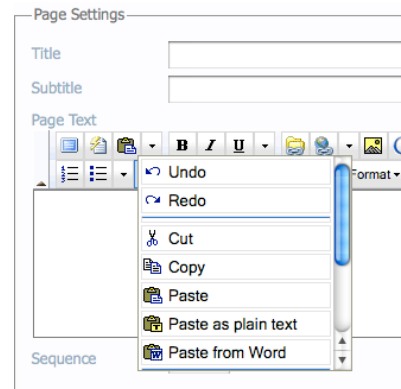
NOTE: THE SCREENSHOT WAS TAKEN ON A MAC, BUT THE "SAVE AS" SCREEN IS VERY SIMILAR ON A PC.

If you want to save it as a .DOCX formatted file, it is recommended that you include a link somewhere on your course which provides either a plug-in for Word 2003 or a convertor to convert the .DOCX file into a .DOC file.

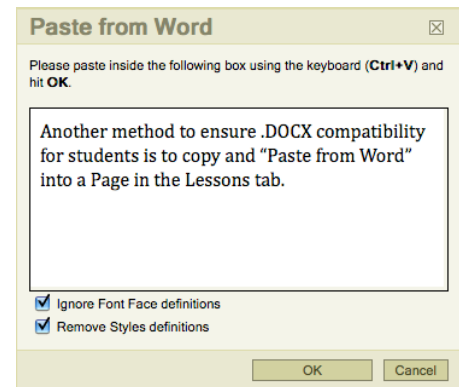
[PLUG-IN TO READ .DOCX FILES IN 2003](#)

[FREE .DOCX TO .DOC CONVERTOR](#)

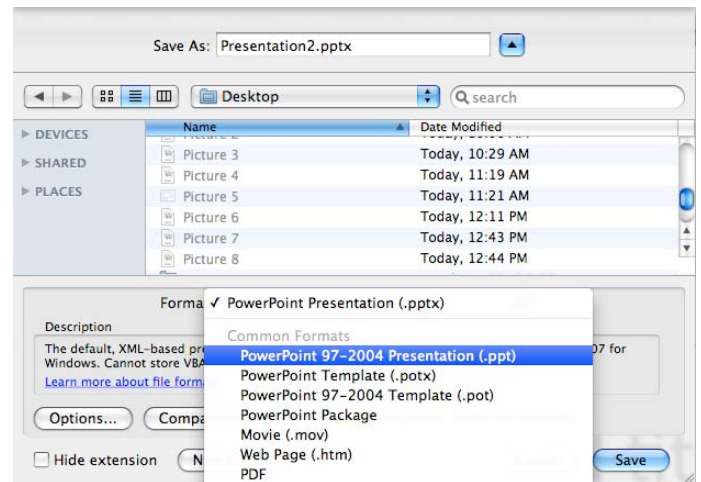
Another method to ensure .DOCX compatibility for students is to copy and “Paste from Word” into a Page in the Lessons tab. While in the page editor, there is a little arrow next to the paste button, which allows you to paste from a Word Document, retain all of the information while removing the excess HTML created by Word.



When you click **Paste from Word**, checking both *Ignore Font Face Definitions* and *Remove Styles Definitions* boxes provide the optimal “neatness” for HTML, though removing the styles may change how the document looks, so may be necessary to leave.



For PowerPoint presentations, compatibility is an issue, as the older PowerPoint viewers do not have the same themes as 2007 does. Saving as a .PPT is recommended over saving as a .PPTX. .PPTs are the older formatted PowerPoint, and are much more accessible than .PPTXs, which can only be used in Microsoft PowerPoint 2007. To save as a .PPT, you click the Office Button, Save As... then change the format from .PPTX to .PPT.



Again, we recommend that you save the files so that they are backwards compatible, but if you feel that you must have them saved in the newest format, please include links for a convertor or a plug-in so that older programs may view them.