
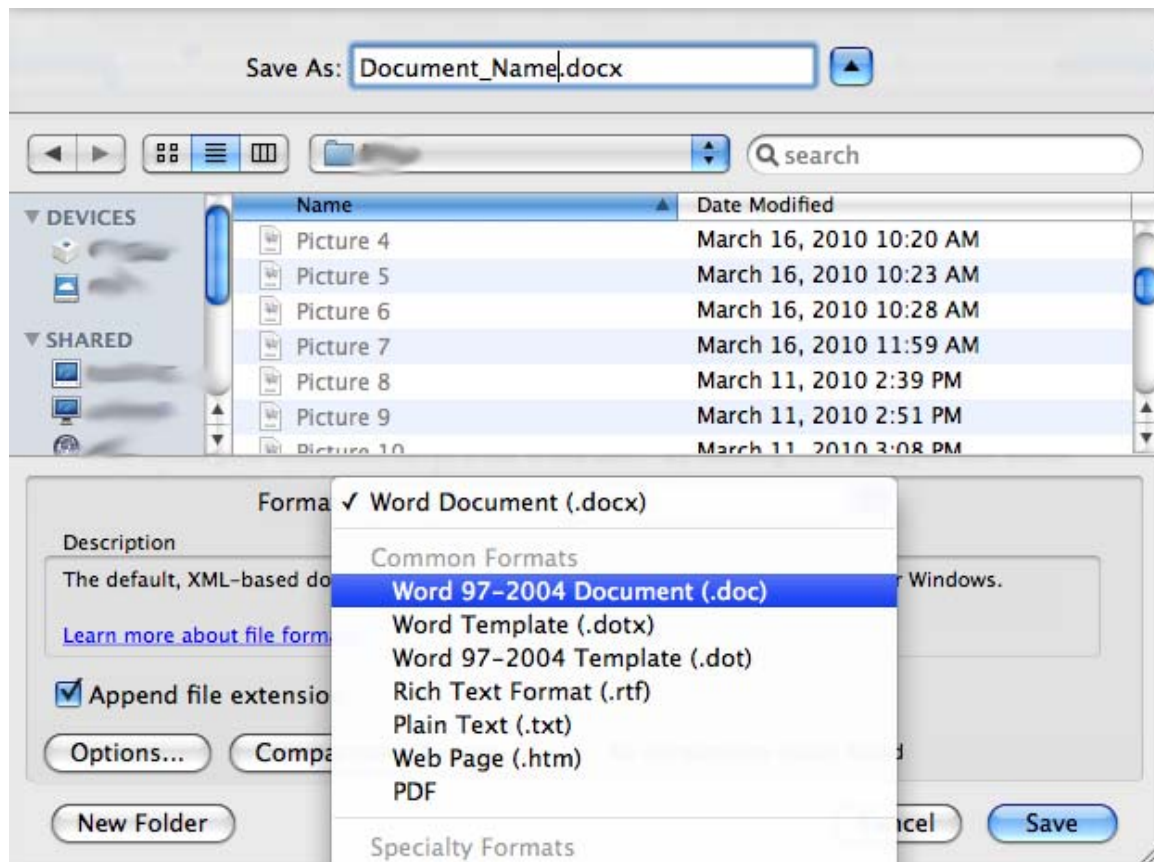


## How to Make Sure Instructors Can Open Your Files

Sometimes, teachers may not have the newest word processor that you have access to. To avoid situations in which your work is unable to be opened, thus ungradable, 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. (The same holds true with PowerPoint 2007. The default save is .pptx, and it is as easy as clicking save as, and choosing .ppt instead.)



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

If a teacher has a .docx file saved on their course, and you are unable to read it, a plug-in for Word 2003 may be just what you need. The below links provide a plug-in and a convertor so you can access the content without getting the newest Word.

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

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