Viewing Microsoft Word Documents

Microsoft Word, widely known for its extension .DOC, was revised in 2007 as .DOCX causing a variety of compatibility issues for Word users and non-users alike. This document addresses the steps to gap the difference between two MS Word versions: MS Word 2003 (.DOC) and MS Word 2007 (.DOCX).

Viewing Word files withouth the MS Word Application

If your workstation does not have the MS Word Application, you can download and install a free alternative application. The application can only view/print the document: <u>http://www.microsoft.com/downloads/details.aspx?FamilyID=3657ce88-7cfa-457a-9aec-f4f827f20cac&displaylang=en</u>

NOTE: The free application can only view .DOC files. In order to view the Word 2007 (.DOCX) documents a patch must be applied (see below).

Reference: <u>How to view Word 2007 and Excel 2007 files by using Word Viewer 2003 and Excel Viewer</u> <u>2003.</u> 31 October 2008. http://support.microsoft.com/kb/925180>.

Vieweing Word 2007 files using MS Word 2003 or other applications

If your MS Word application version is 2003 or earlier, you will need a patch in order to open the Word 2007 (.DOCX) files:

http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en

NOTE: The patch only allows a limited access to the document. For Word 2003, you will not be able to edit any of the features that was added with Word 2007. For Word Viewer 2003, you will not be able to edit the file.

Reference: <u>Open a Word 2007 document in an earlier version of Word.</u> ">http://office.microsoft.com/en-us/word/HA100444731033.aspx#1>

Changing the MS Word Application to save files in .DOCX as default

If you have the MS Word 2007 application installed on your PC and your frequently download files with the MS Word file format, default the desired file format by confirguring the MS Word application. The following steps offer a thorough process to assigning Word 2007 documents to MS Word 2007 or older MS Word applications with the compatibility patch installed:

1. For MS Word 2007 users only: Open MS Word 2007 and click the Microsoft Office Button and then click Word Options, which you'll find at the bottom of the menu.



2. In the dialog box that opens, click the **Save** tab.

Word Options	2 - X
Popular Display Proofing	Customize how documents are saved.
Save	Save files in this format: Word Document (*.docx) ✓ Save AutoRecover information every 10
Advanced	AutoRecover file location: C:\Users\martin.lim\AppData\Roaming\Microsoft\Word Browse
Customize Add-Ins	Offline editing options for document management server files
Trust Center Resources	Save checked-out files to:① ⑧ The server drafts location on this computer
	The web server Server drafts location: C\Users\martin.lim\Documents\SharePoint Drafts\ Browse
	Preserve figelity when sharing this document:
	Embed fonts in the file ③ Embed only the <u>c</u> haracters used in the document (best for reducing file size) Do <u>n</u> ot embed common system fonts
	OK Cancel

- 3. Select the file type **Word Document (*.docx)** or the format you want to use as a default from the list labeled **Save files in this format**.
- 4. Restart the workstation if necessary.