

## *The world has enough trouble without **docx!***

Annotated Microsoft instructions for users of Office 2007 to automatically save documents as Word 2003-97 (.doc) files.

*(The  icon is located in the upper left corner when you open Word.)*

If you frequently save Microsoft Office Word 2007 documents as Word 2003-97 (.doc) files, you can change the settings so that Word saves documents in that file format by default.

*(Doug's note: Do this to make the world a better place.)*

1. Click the **Microsoft Office Button** , and then click **Word Options**.

*This is not in the panel on the left, it is on the bottom of the pane that opens, next to **Exit Word***

2. Click **Save**.
3. Under **Save documents**, next to **Save files in this format**, select **Word 2003-97 Document (\*.doc)**.