Configure Office to Save in Compatibility Mode

Word 2011 and 2016:

- 1. Open Word, click on **File > Preferences... > Save**.
- 2. Change the "Save Word files as" setting to "Word 97-2003 Document" (.doc).
- 3. Click **OK** to save the settings.

2019/365:

- 1. On the File tab, click **Save As**, and then click **Browse**.
- In the Save As dialog box, in the Save as type list, click PowerPoint 97-2003 Document (*.doc).
- 3. Click Save.

Excel 2011 and 2016:

- 1. Open Excel, click on **File > Preferences... > Compatibility**.
- 2. Change the "Save files in this format" setting to "Excel 97-2003 Workbook (.xls)".
- 3. Click **OK** to save the settings.

2019/365:

- 1. Click File > Export > Change File Type.
- 2. Under Workbook File Types, double-click Excel 97-2003 Workbook (*.xls).
- 3. In the **Save As** popup window, choose a folder location for the workbook.
- 4. In the **File name** box, type a new file name (or use the one that's already there).
- 5. Click **Save**.
- 6. If the Compatibility Checker appears, review any compatibility issues that were found.

PowerPoint 2011 and 2016:

- 1. Open PowerPoint, click on **File** > **Preferences...** > **Save**.
- Change the "Save PowerPoint files as" setting to "PowerPoint 97-2003 Presentation" (.ppt).
- 3. Click ${\bf OK}$ to save the settings.

2019/365:

- 1. On the **File** tab, click **Save As**, and then click **Browse**.
- In the Save As dialog box, in the Save as type list, click PowerPoint 97-2003 Presentation (*.ppt).
- 3. Click **Save**.

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