

# MICROSOFT OFFICE DOCUMENT INFORMATION

## "I CAN'T OPEN THIS FILE!"

**If you use Microsoft Office 2007 or a more current version of Microsoft Word there is a good chance someone you send a WORD file to cannot open it!**

The purpose of this document is to provide a short, simple explanation of why and what can be done to overcome the problem.



### THE BASICS OF WORD DOCUMENTS

DOC is a document file format used by Microsoft Word, also used with most word processing software, including OpenOffice. DOC stands for DOCument file. A DOC file can contain formatted text, images, tables, graphs, charts, page formatting, and print settings.

Microsoft WORD 2003 and earlier versions create a document in an older style WORD format with a file extension of .doc.

In 2007 Microsoft introduced a new enhanced format for WORD documents. Users with Microsoft Word 2007 and later have WORD software that creates documents in the new format with a file extension of docx.

The earlier versions of Microsoft Office are not mutually compatible with the newer versions. The difference in standards between the .doc format and the .docx format cause some issues.

### MICROSOFT 2003 or AN EARLIER VERSION

WORD files created with Microsoft WORD 2003 or earlier versions have a file extension of .doc

- Document files, with the file extension of .doc, can be opened by all users of Microsoft WORD regardless of the version of WORD used.
- Without add on software, Microsoft 2003 or earlier versions cannot open a .docx file created by Microsoft WORD 2007 or later versions.

### MICROSOFT WORD 2007 or A LATER VERSION

WORD files created with Microsoft WORD 2007 or later versions have a file extension of docx.

- Document files, with the file extension of .docx, can be opened by users of Microsoft WORD 2007 or later.
- Document files, with the file extension of .docx, CANNOT be opened by users of Microsoft WORD 2003 or earlier versions.
- Microsoft WORD 2007 or later can open .doc or .docx.

- If a .doc file is opened with Microsoft WORD 2007 or later and then a simple "Save" is done, the document will automatically be saved in the new .docx format.

### WHAT IS A .pdf FILE?

PDF (Portable Document Format) was developed as a way to share documents among computer users of disparate platforms who may not have access to mutually-compatible application software. A .pdf file does not open with WORD software. It typically opens with Adobe Reader. Most computers come loaded with Adobe Reader or another .pdf reader such as FoxIt. When you want to create a file that anyone can read the preferred standard is to create a .pdf file. It is nearly impossible to know the type word processing software every individual you send files to has. Therefore, the best way to assure your WORD document can be opened / read is to convert it to a .pdf file.

### WHO CAN CREATE A .PDF FILE WITH MICROSOFT WORD SOFTWARE?

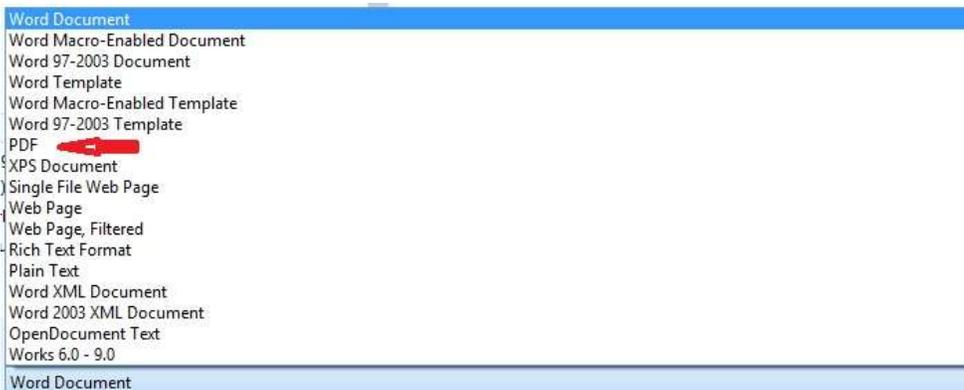
Microsoft WORD 2003 and earlier versions *do not have* the functionality to create a .pdf file. But remember, users of this software create .doc files and all versions of WORD can open and read your .doc file! So create .doc and send it on! *(If you are sending the document to a large number of recipients or there are problems opening or reading your file, consider sending it to a Microsoft 2007 or later user and ask that they convert the file to a .pdf and return it to you for distribution).*

Microsoft WORD 2007 and later versions can create a .pdf file. It is very simple to do and takes seconds. Save your file in the normal manner. When you are ready to save your document as a .pdf file, with the file open simply click on "**SAVE AS**" instead of "SAVE" .....

1. Choose where you would like to store the .pdf file.
2. Click on the 'down arrow' to open a window showing the various file types you can choose.



### 3. Click on PDF



4. Click on Save. Now you can use the .pdf version of your file as an attachment to email.

## ADDITIONAL INFORMATION

1. Doc and Docx are formats that are editable when opened with WORD. On the other hand, PDF is a format which is non-editable when opened with a .pdf reader.

- a. If you wish to prevent edits to a .doc or .docx file add password protection before saving the document. To add additional protection to a .pdf file, to prevent it from edits by use of software other than a .pdf reader, password protection can be added. **CAUTION: Passwords are not retrievable. If you password protect a document make sure you remember (write down!) the password.**

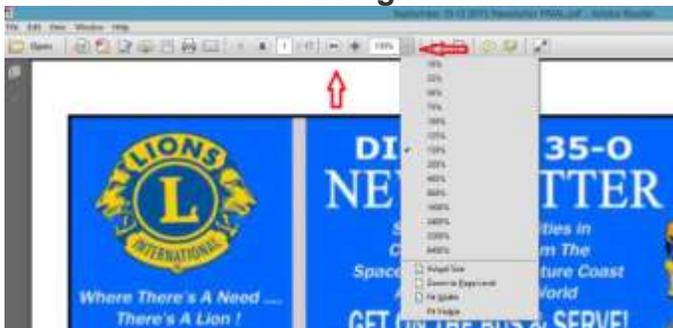
2. The difference between the Microsoft 2003 Office and earlier and Microsoft 2007 Office and later is not limited to WORD documents. The same also applies to other software in the Microsoft Suite. (Example: Excel - 2003 and earlier create .xls files while 2007 and later create .xlsx files).

- a. The same compatibility issues exist for the other products as described above for WORD.
- b. A .pdf can be created in the same manner for MOST files created with other Microsoft Office software. Always check .pdf's after creating!

3. There is software that can be added and used which will allow the earlier versions of the Microsoft Office Suite of products to open the newer .x files. This is typically referred to as conversion software. However, even though the files may open in the older software it is often the case formatting may not "hold" during the conversion. This is because the older software doesn't have the capability/functionality of the newer software. Some portions of the document may be unreadable or replaced with black boxes.

4. If a .pdf opens either too large or too small, use one of the methods below to resize it to a readable size.

- a. Use the minus (-) or plus (+) at the top of the page to resize or use the drop down menu to select a % of original size.



If you do not see this option, then

- b. Hover cursor over the bottom of the .pdf until the bar with (-) or plus (+) appears. Use these to resize.

