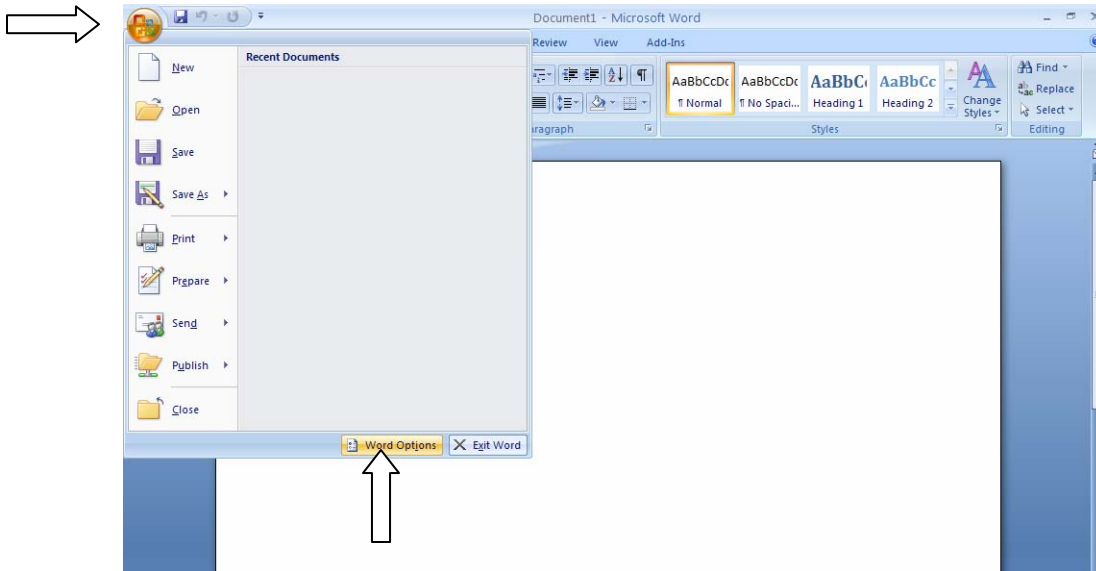


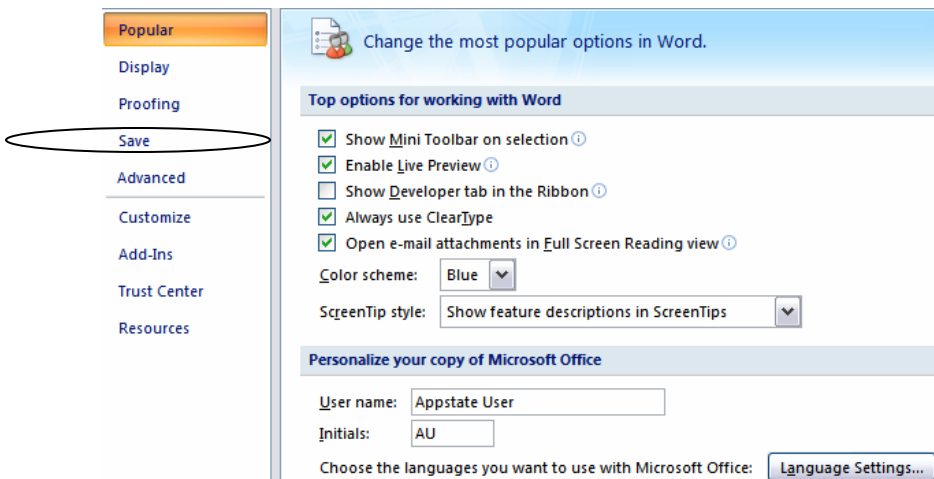
Steps to Save a Word file as a “.doc” document in Word 2007

Step One:

Open the document in Microsoft Word 2007. Click the “Office” button and then click the “Word Options” button.



Step Two: Click “Save”



Step Three:

Click the drop down arrow on the “Save files in this format” line

Select “Word 97-2003 Document (*.doc)” as in the screen shot below to complete the process

