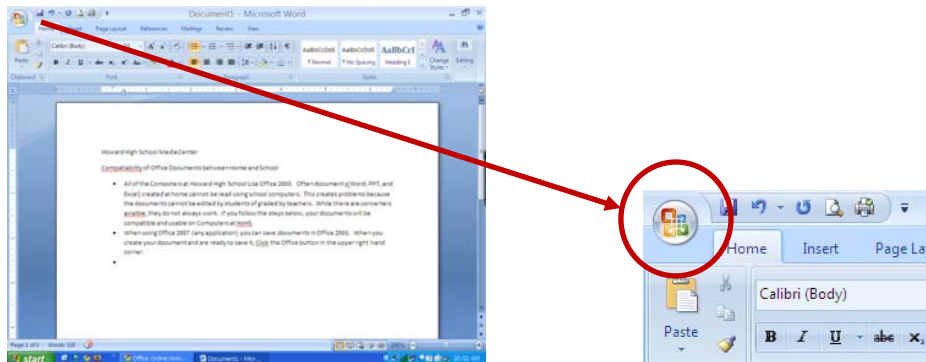


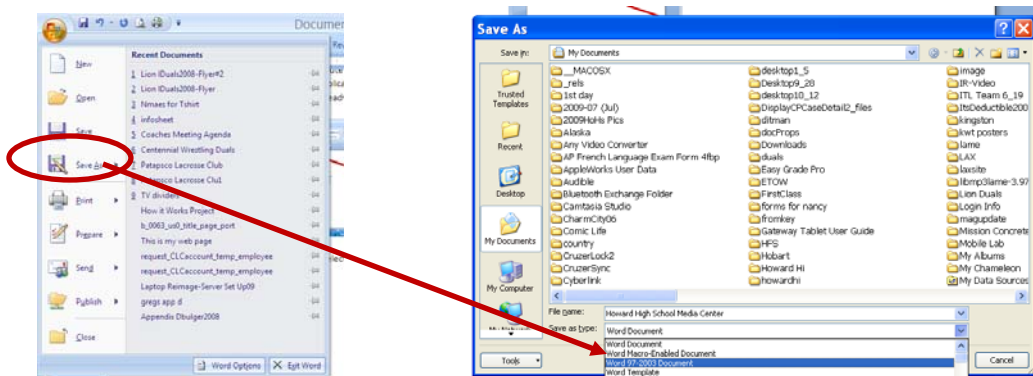
Howard High School Media Center

Compatibility of Office Documents between Home and School

- All of the Computers at Howard High School Use Office 2003. Often documents (Word, PPT, and Excel) created at home cannot be read using school computers. This creates problems because the documents cannot be edited by students or graded by teachers. While there are converters available, they do not always work. If you follow the steps below, your documents will be compatible and usable on Computers at HoHS.
- When using Office 2007 (any application) you can save documents in Office 2003. When you create your document and are ready to save it, click the Office button in the upper right hand corner.



- From the menu that appears, click on Save-As. The "Save-As" Window should appear. At the bottom select "Word 97-2003 Document" from the "Save as type" menu. Click Save. Ignore any warnings that you might get.



- While I used word for this example the process is the same for all office applications. If you follow these steps, your document, presentation, or spreadsheet should be compatible with any computer at Howard High School.