

# Microsoft Office Word 2007

## Saving as a Word 97-2003 Document

- 1 - Open the **Office** menu.
- 2 - Choose **Save As...** to open a submenu and select from additional file format types.
- 3 - Select **Word 97-2003 Format** to open a dialog box.
- 4 - Change the **Save In** menu box to your flash drive if necessary.
- 5 - Enter your file name in the **File name** text box.
- 6 - Click **Save** to save your file.

