

The Office Software Application Suite Solution for Individuals

and

“How to not aggravate your friends and family by screwing up their computer experience with your Microsoft Office 2007 or later created documents you send them.”

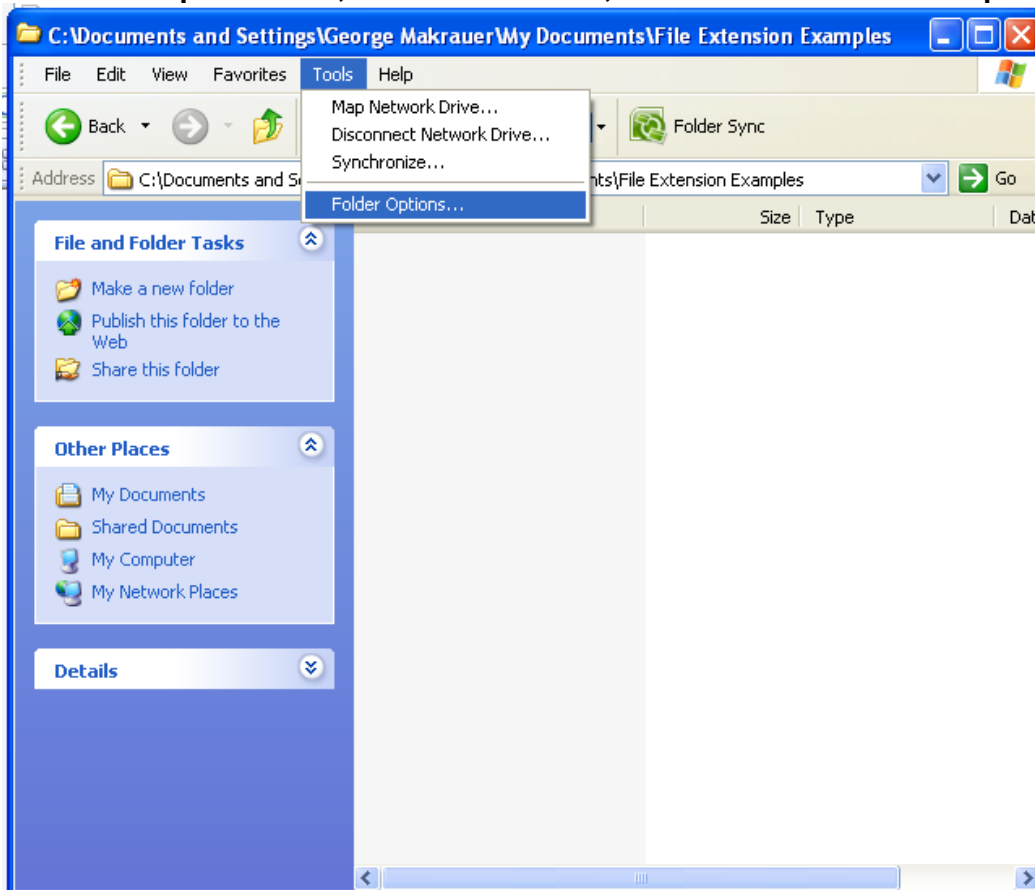
If you have purchased and registered your new copy of Microsoft Office 2007 or later, CONGRATULATIONS. You have a superior suite of applications that make your computer and online life more enjoyable and productive. We use that suite and love it. Its complete integration of functions including email and Internet browsing is great. **But, you’re probably driving some of your friends nuts sending them file attachments they cannot open or read.**

What Microsoft did not say in advance is their Office 2007 default file formats are entirely new file formats which are NOT usable by the so-called “legacy” – or older – versions of Microsoft Office. For example, Office 2007 Word documents are created and saved by default in a new “.docx” file format. Previous versions of Word – which many budget conscious individuals and businesses around the world continue to use -- create files in “.doc” file format. Although Office 2007 will open all previous file versions including .doc... you see it coming... the previous versions of Office can NOT open Office 2007 and later files, such as .docx.

First, how do you know the file versions you are creating or have been sent and have saved on your PC computer? For reasons that make sense only to Microsoft, Windows is set to hide the file extension when you look inside your folders; for example, the “.doc” at the end of the file name does not show. All that does is make computer life more difficult for all of us. In order to know what files you have on your computer, the following steps show how to make the file types visible – and to solve your Office files incompatibility problems.

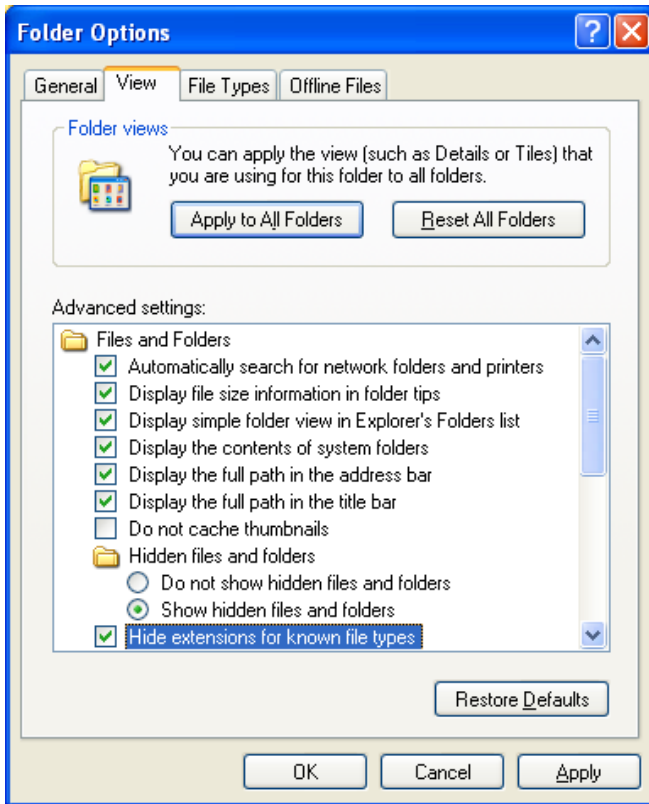
1 – Open your My Documents folder. (There will be some variance, depending on your Windows version.)

2 – On the top menu bar, left-click on Tools; then left-click on Folder Options:

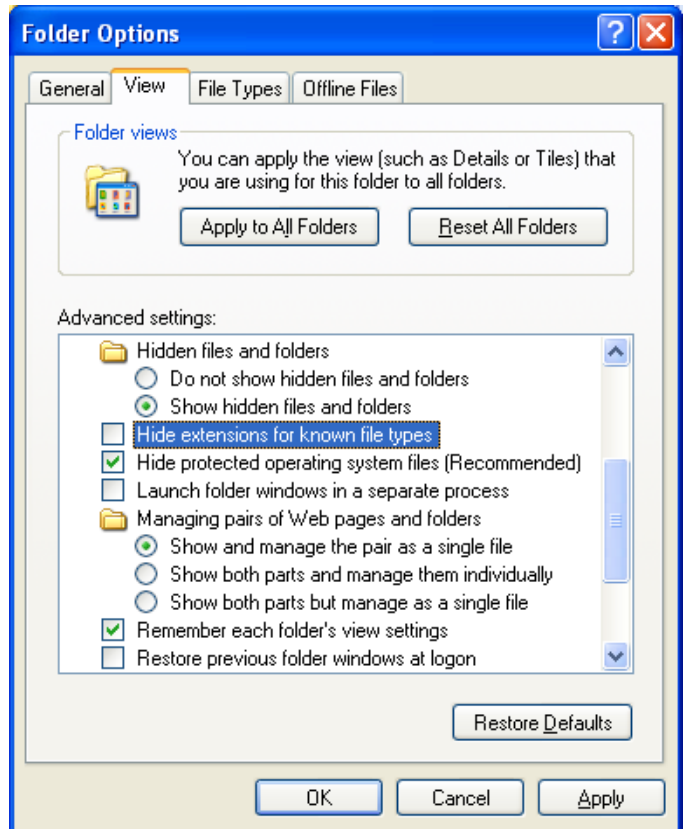


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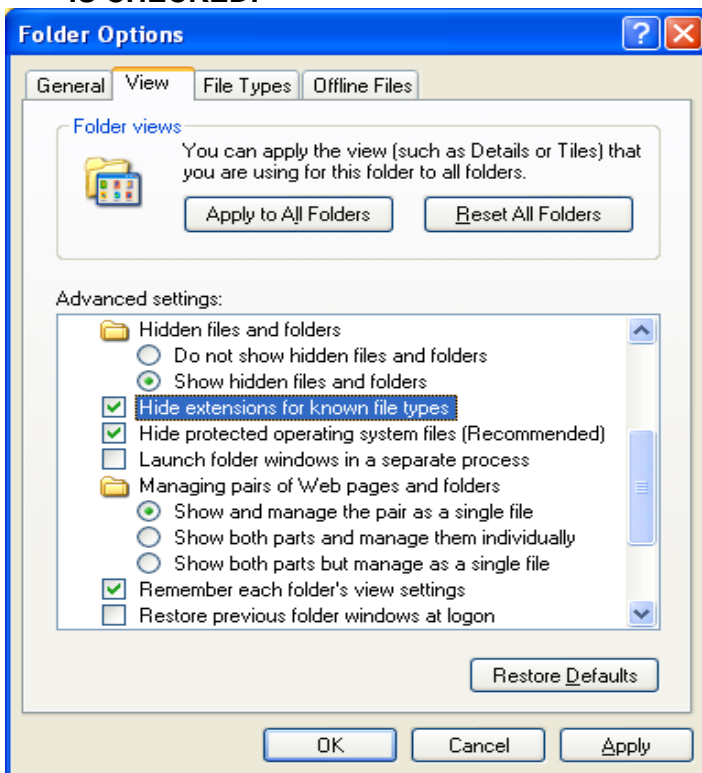
3 – After the Folder Options window opens, click on the View tab:



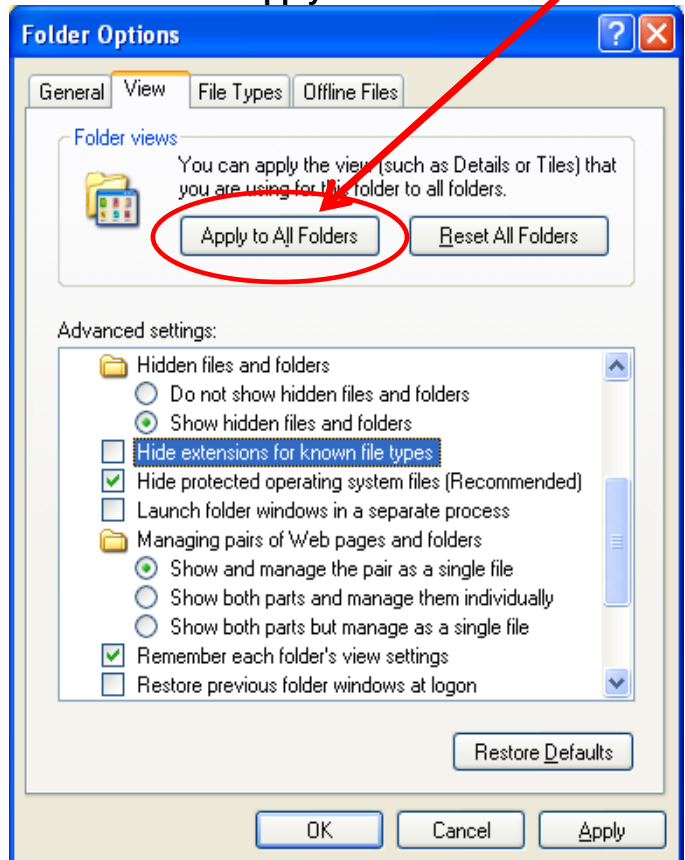
5 – This next step is EASY → UNCHECK THAT BOX:



4 – In the Advanced settings list, scroll down to the Hide extensions for known files, WHICH IS CHECKED:



6 – Then hit the Apply to All Folders button:



See Column to Right

6 – Then hit the OK button:

DONE. Now, you will be able to see file extensions and know what kind of files you have on your hard drive and which you receive from other people and then save on your computer.

(For further information, if you receive a file format that does not seem familiar, go to this site: <http://FileExt.com/>)

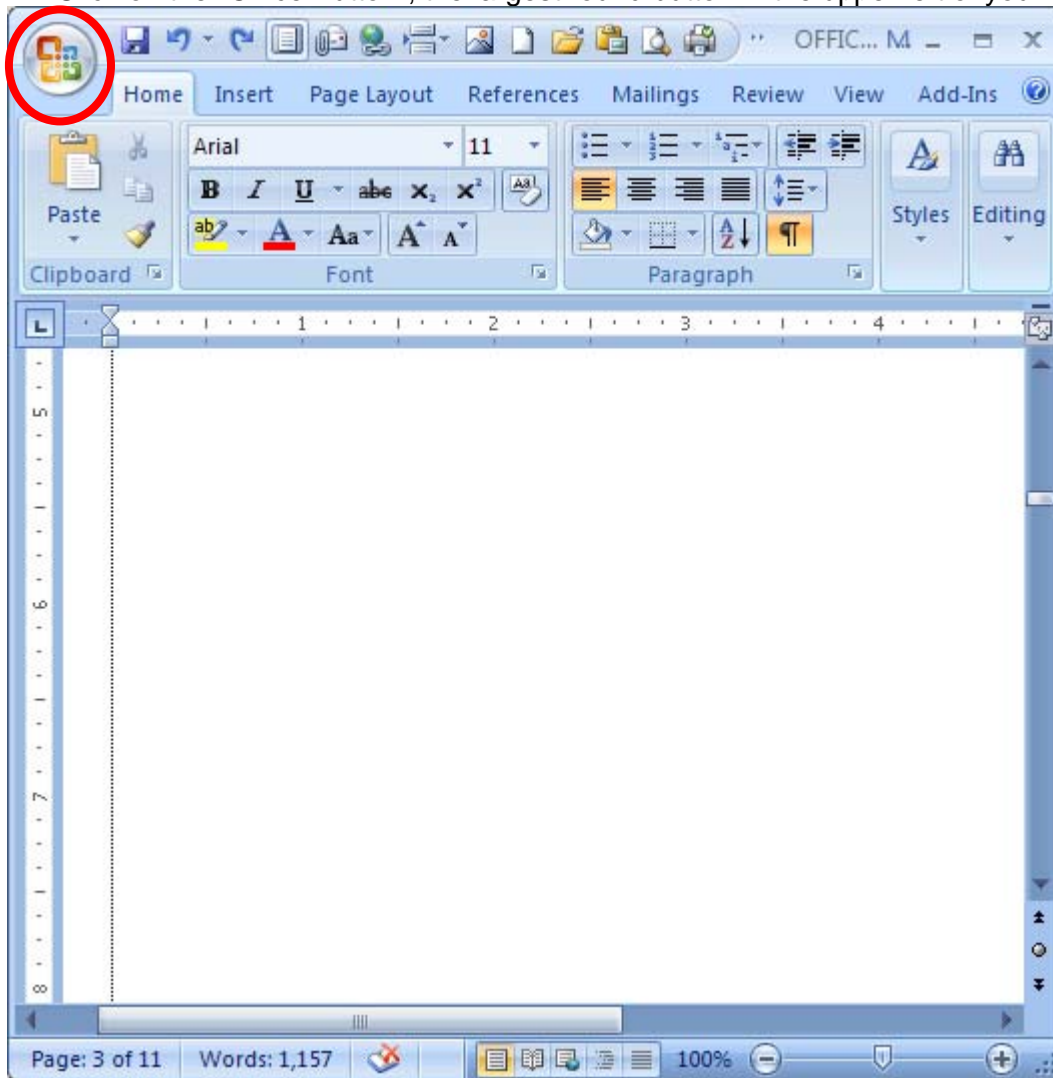
Next, here's how to solve the Office incompatibility problem your friends and family have created for you (or you for them) by sending the new, fancy Office 2007 default file formats which drive people nuts trying to open.

First, if you are running Office 95 or 97, don't tell anyone. Just go to Page 5 below to the Open Office instructions and follow them.

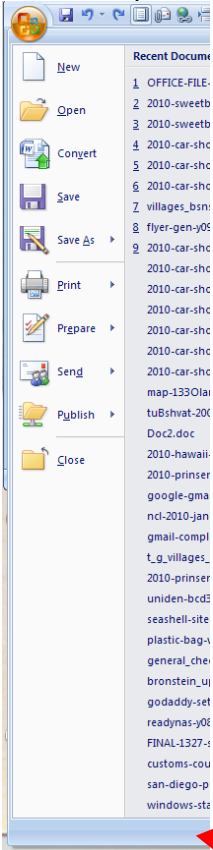
If you are running Office 2000, 2003 or XP, you should give the sender of Office 2007 Files the following information. This example is based on Word, but applies with different file extensions for Excel, PowerPoint and other MS Office applications:

TO SET THE DEFAULT FILE FORMAT OF ALL YOUR WORD DOCUMENTS TO .DOC (NOT 2007'S .DOCX)

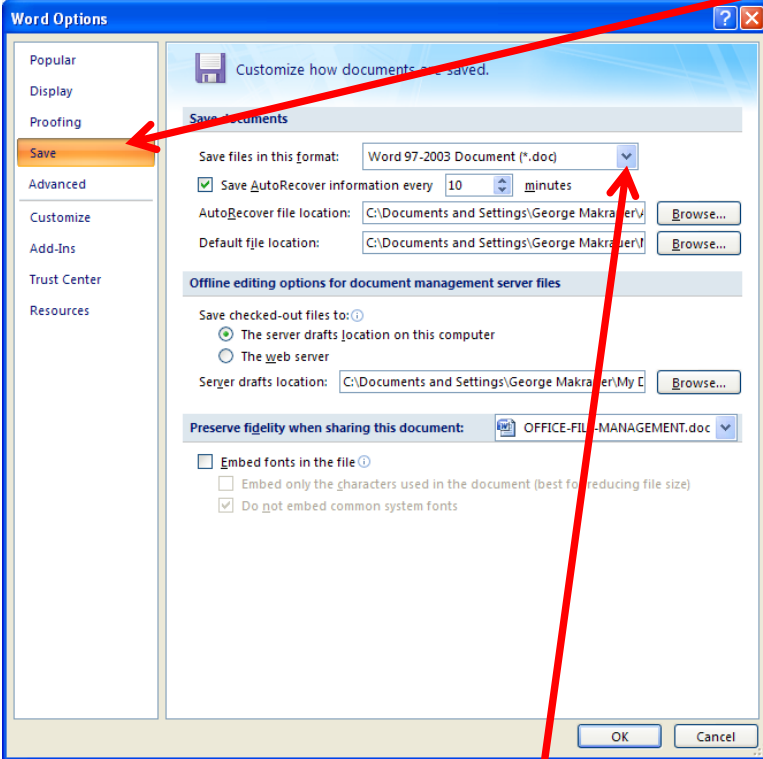
1 – Click on the "Office Button", the largest round button in the upper left of your window:



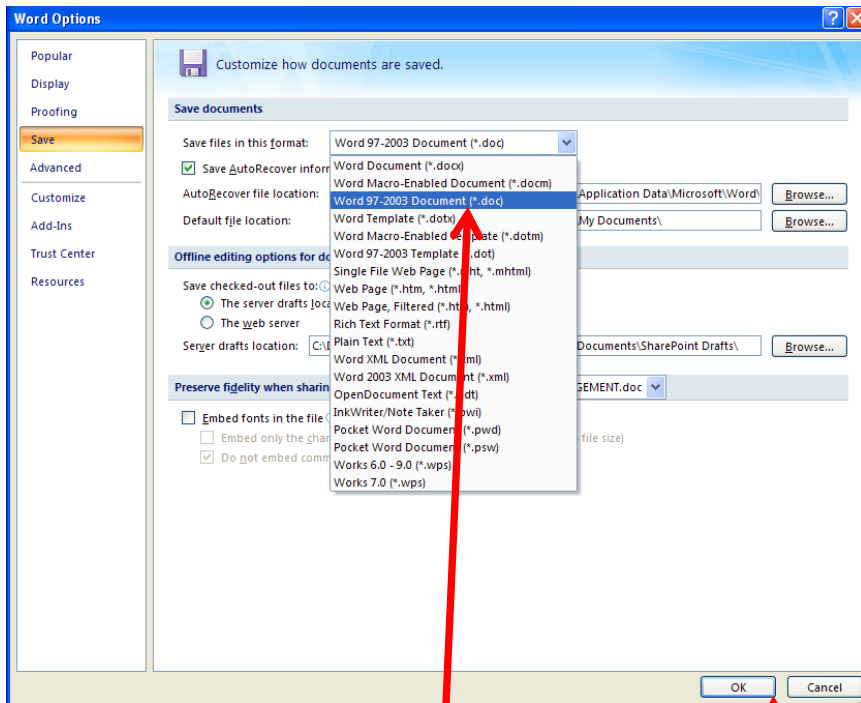
2 – That opens this long drop-down:



3 – At the very bottom of the drop-down in the blue border is a wide button Word Options; click on Word Options, which opens this window; click on the SAVE button, which opens this view:



4 –Click on the "Save files in this format:" drop-down, which opens the list on the next page:



5 – Select the “Word 97-2003 Document (*.doc)” choice.

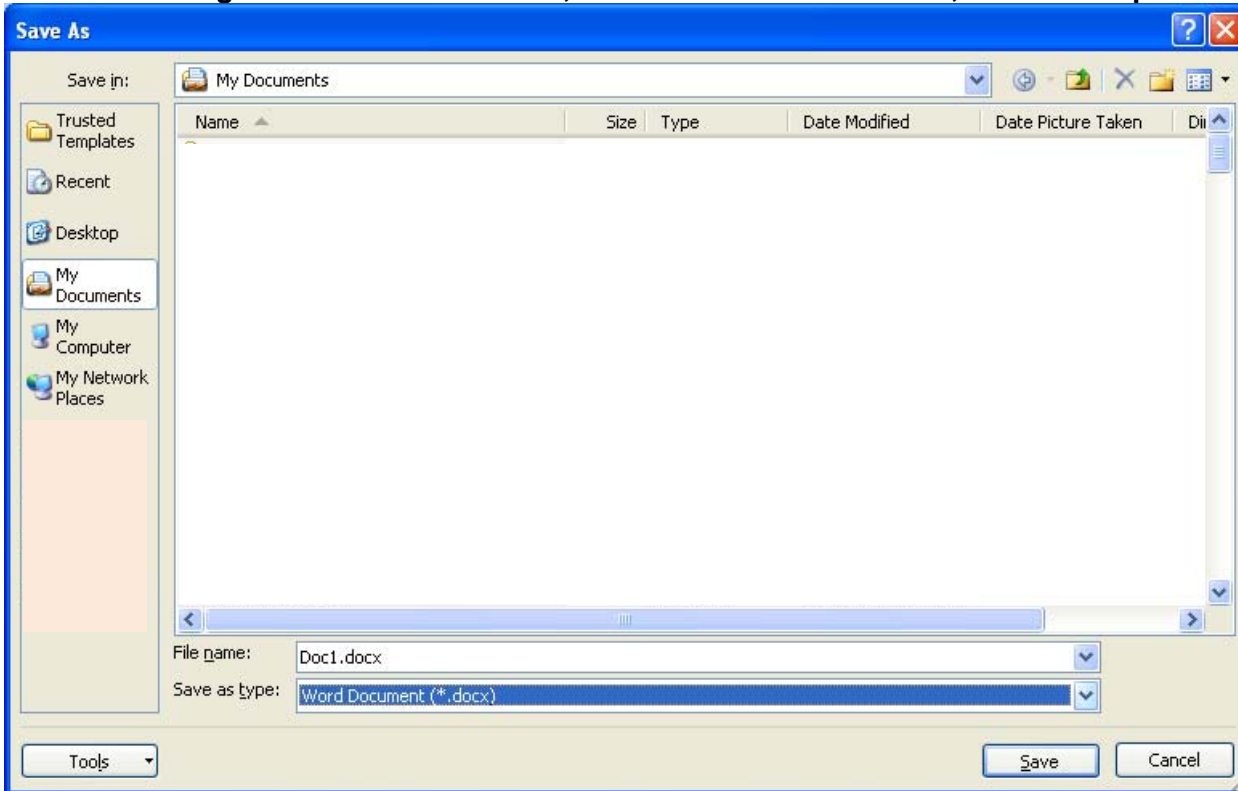
6 – Click the OK button.

7 – Shut down all Word documents and the Word application, which will save that new Word Options setting.

After that, every new document you create will be in the .doc format, and all your recipients will be able to read your Word files, and you will make friends instead of irritating good contacts.

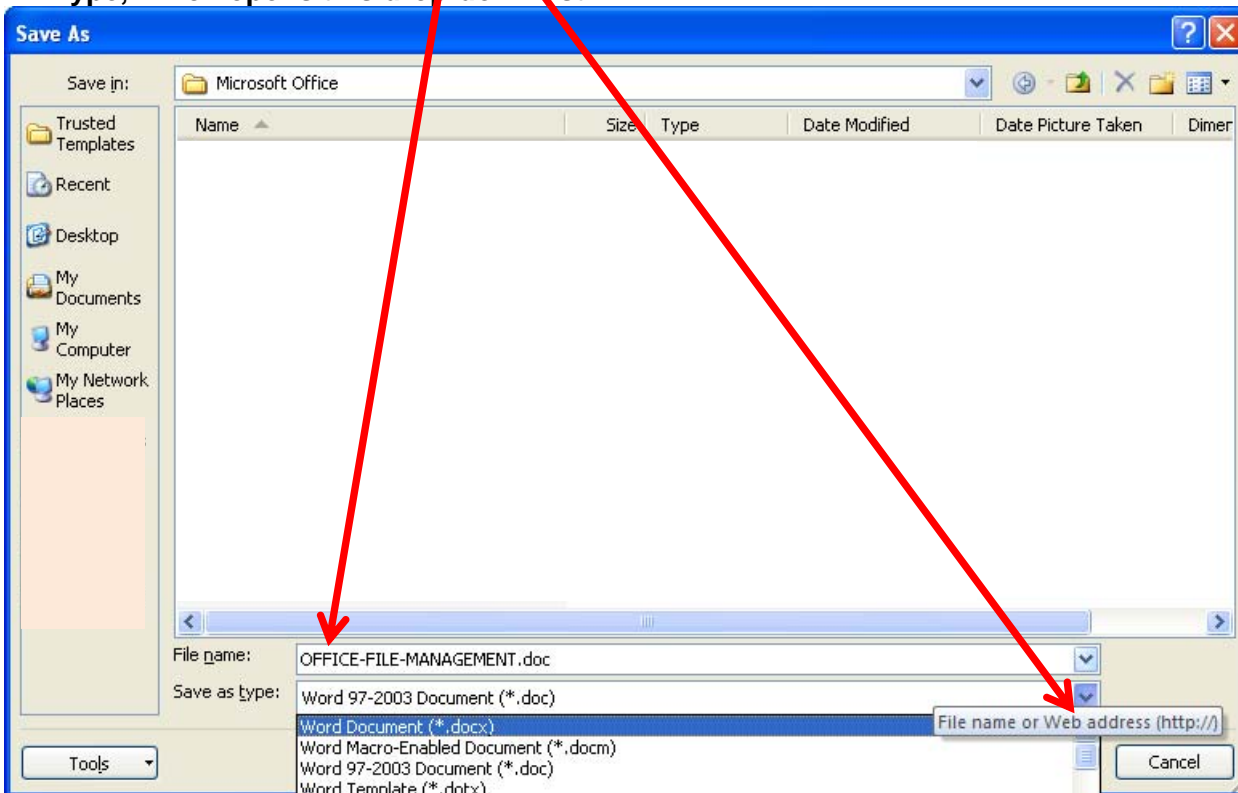
IF YOU DO NOT WANT TO SET YOUR DEFAULT WORD FILE FORMAT TO .DOC, HERE IS HOW TO SAVE FILES INDIVIDUALLY IN .DOC (NOT 2007'S .DOCX) FORMAT

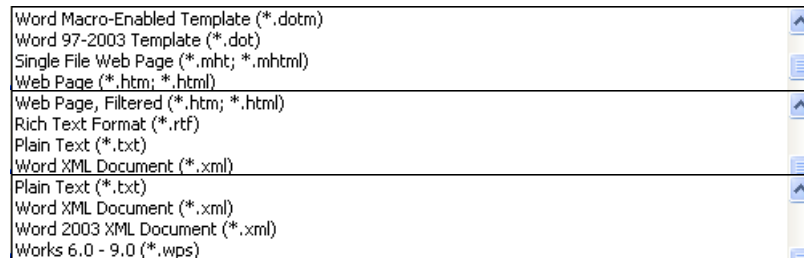
1 – When saving a Word 2007 document, use the Save As command, which will open this window:



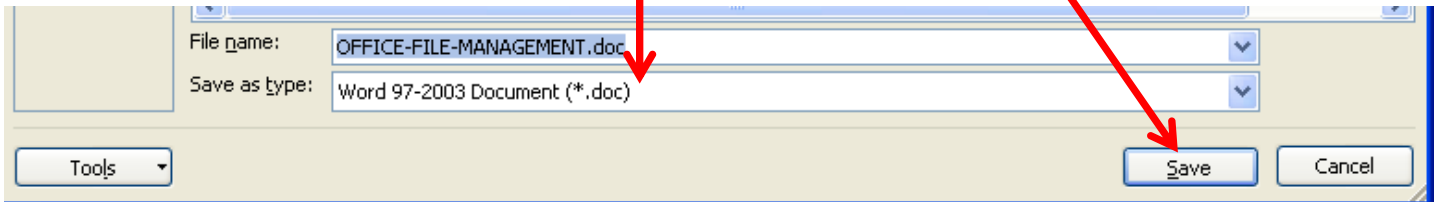
NOTE THAT THE DEFAULT FILE EXTENSION IS “.DOCX”, WHICH IS ONLY OPENABLE WITH WORD 2007. Anyone running Word XP or earlier cannot open this file.

2 – Enter your Save As File Name. Beneath the File Name field, click on the down menu on the Save As Type, which opens this drop-down list:





3 – Select the Word 97-2003 Document (*.doc) file type and then click SAVE:



4 – Now, this new .doc file can be sent to you and you can open it.

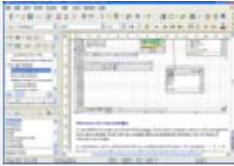

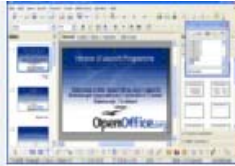
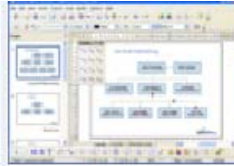

**NOW, ON TO THE REALLY NEAT, FREE STUFF !!!
SEE THE NEXT PAGE**

OPEN OFFICE applications open and save Microsoft Office Documents

Here's a legitimate, free, fully-functional suite of office applications that will give you virtually the same operational power as someone running Microsoft Office 2003. ("Virtually" means it won't do absolutely everything a corporate environment will with heavy tech support. But, for most small business and all personal office application needs, Open Office is the answer.

Open Office is an "Open Source" application, developed by thousands of unpaid developers around the world (with some not insignificant support from Sun Microsystems, which is a company that hates and battles with Microsoft on a regular, no-holds-barred basis). These developers provide free code, collaborative application development, free downloads, free updates, compatibility with Microsoft Office and Word Perfect Suite.

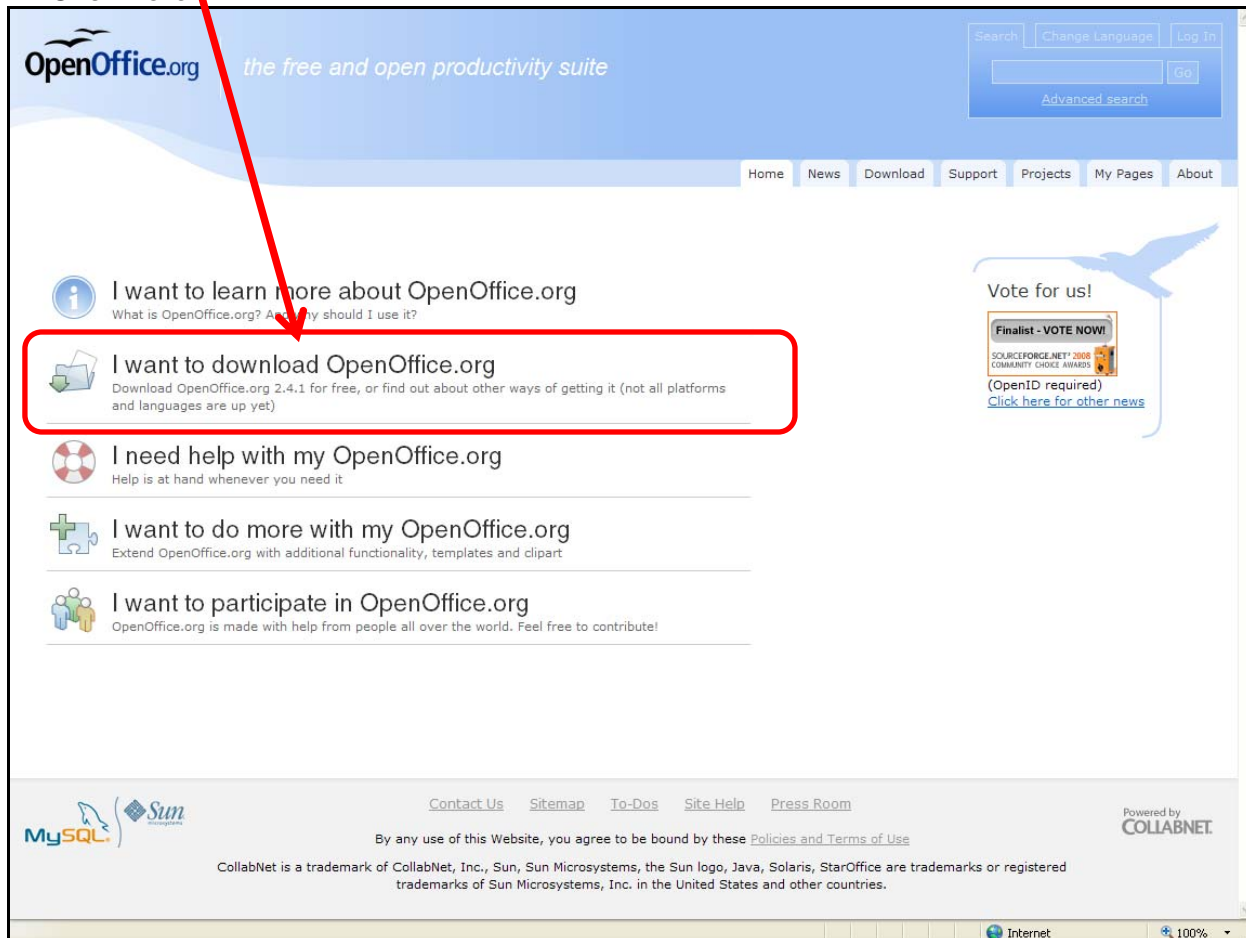
Here's the **Open Office** suite compared to Microsoft Office:

Microsoft Office	Word	Excel	PowerPoint	Paint	Access
Open Office Programs	 Writer	 Calc	 Impress	 Draw	 Base

Here's your starting point to get and use **Open Office**:

<http://www.openoffice.org/> You get to the following page.

1 - Click here:



The screenshot shows the OpenOffice.org website homepage. At the top left is the OpenOffice.org logo and tagline "the free and open productivity suite". A search bar and navigation menu are at the top right. The main content area features several links: "I want to learn more about OpenOffice.org", "I want to download OpenOffice.org" (highlighted with a red rounded rectangle and a red arrow), "I need help with my OpenOffice.org", "I want to do more with my OpenOffice.org", and "I want to participate in OpenOffice.org". A "Vote for us!" section is on the right. The footer contains logos for MySQL and Sun, a disclaimer, and "Powered by COLLABNET".

2 - Then, click here:

The screenshot shows the OpenOffice.org homepage. At the top left is the logo and tagline "the free and open productivity suite". On the right, there is a search bar and navigation links for "Change Language" and "Log In". Below the header is a navigation menu with links for "Home", "News", "Download", "Support", "Projects", "My Pages", and "About". The main content area features several sections: "I want to learn more about OpenOffice.org", "I want to download OpenOffice.org" (with a "Download now!" button highlighted by a red arrow), "I need help with my OpenOffice.org", "I want to do more with my OpenOffice.org", and "I want to participate in OpenOffice.org". On the right side, there is a "Vote for us!" section with a "Finalist - VOTE NOW!" button. The footer contains "Contact Us", "Sitemap", "To-Dos", "Site Help", "Press Room", and "Powered by COLLABNET".

Download should start and open this page:

The screenshot shows the OpenOffice.org download page. The header and navigation menu are identical to the previous screenshot. The main content area is titled "You are about to download OpenOffice.org..." and includes sections for "Please contribute!", "You can help", "Please provide feedback!", "Any problems?", and "We appreciate your support for the project.". A red arrow points to the link "select a mirror close to you" in the "Any problems?" section. The footer contains "MySQL", "Sun", "Contact Us", "Sitemap", "To-Dos", "Site Help", "Press Room", "Powered by COLLABNET", and legal disclaimers.

3 - If the download does not start automatically (which would be due to settings on your computer) look at this line and follow the instructions. A "mirror close to you" is just a download site close to you.

4 - Follow the instructions for completing the download, the installation and the registration with Sun Microsystems, which will keep you informed of updates and improvements to *Open Office*.

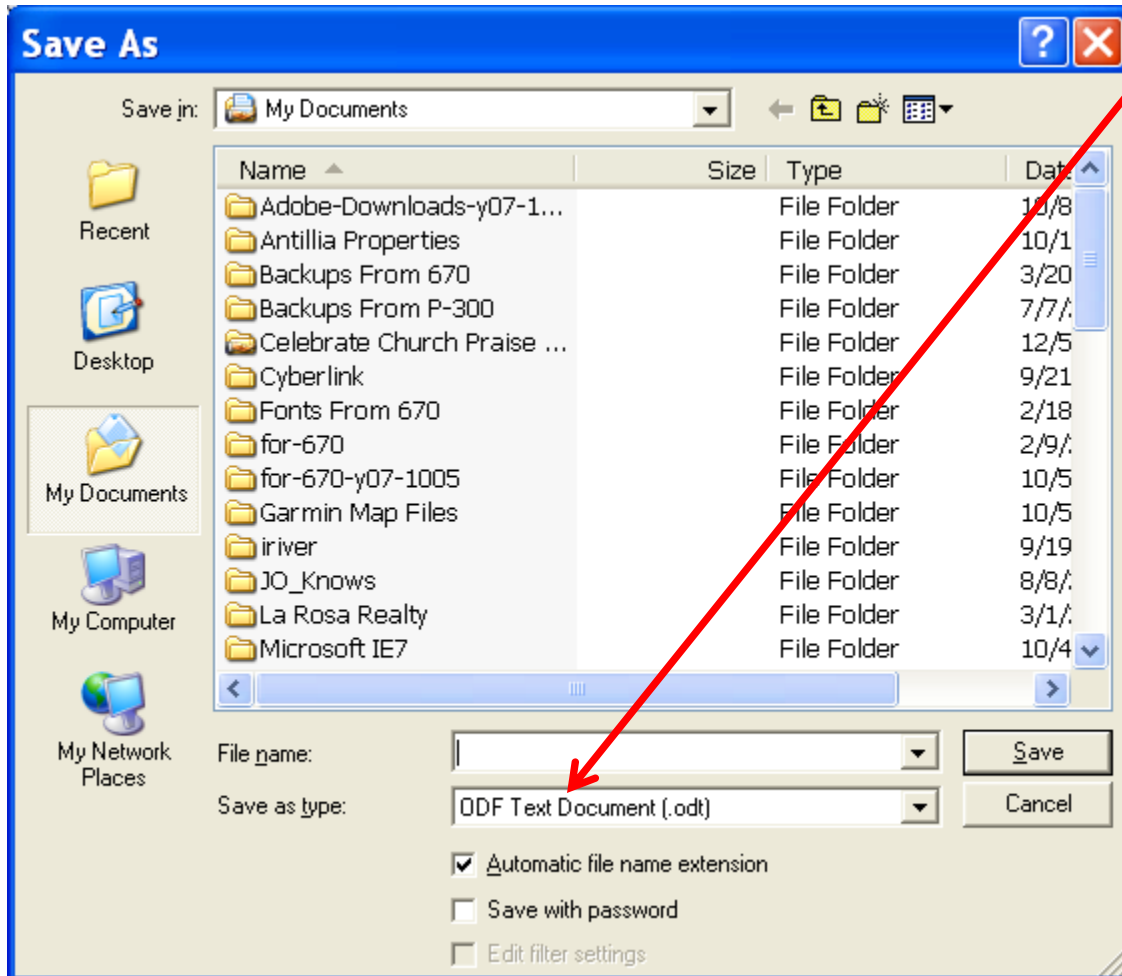
Then, use *Open Office* applications as you would any other program.

For Word Processing, use Writer. For Spreadsheet work, use Calc.

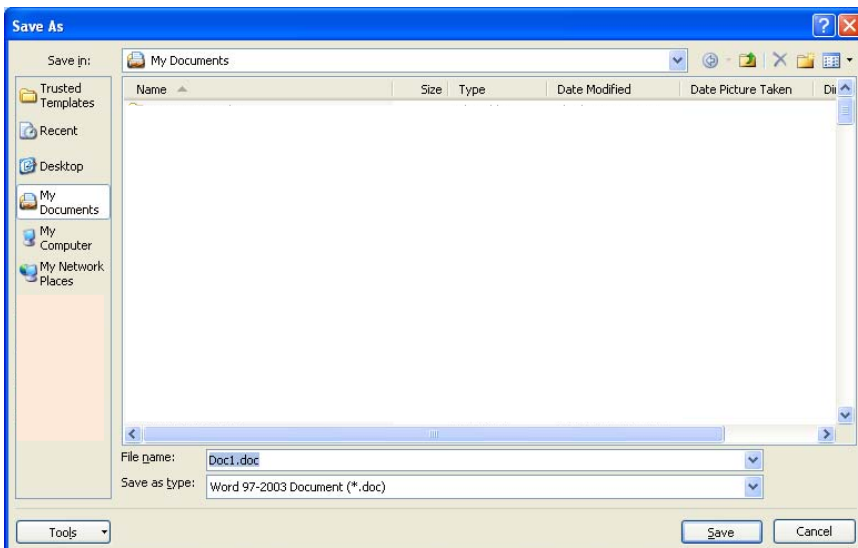
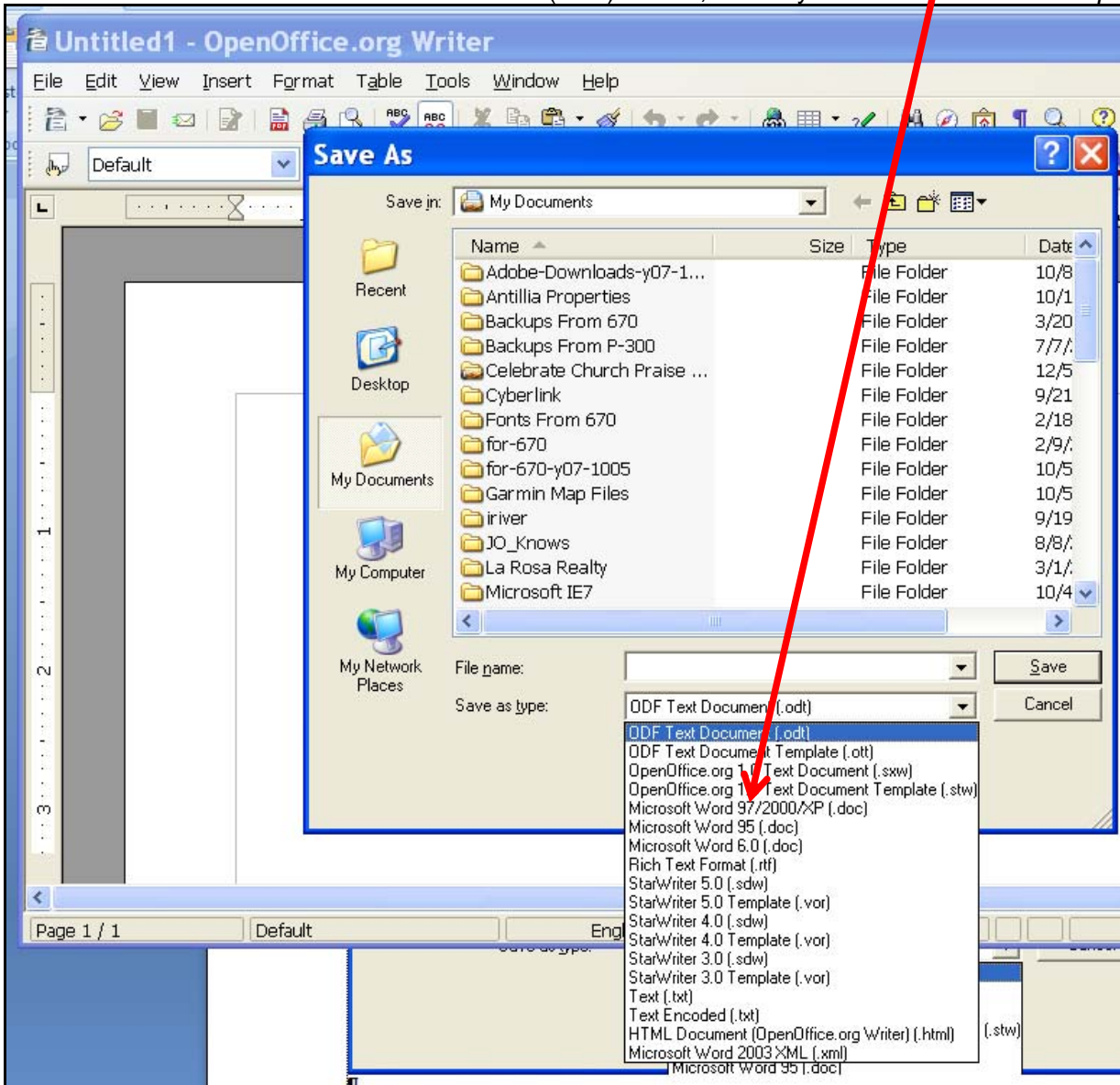
IMPORTANT NOTE ABOUT OPEN OFFICE

***Open Office* will open any Microsoft Office file OTHER THAN 2007 files.** (That's why, if you're a 2007 user, you should save your 2007 files in the older legacy file formats.)

Also note, *Open Office* defaults to its own file formats when saving files, for example, .odt when saving a Writer file.



So, with **Open Office** files, you should use **Save As** and a **different file format**. Save your *Open Office* Writer files in the Microsoft Word 97/2000/XP (.doc) format, and anyone can open them in *Open Office* or MS.



THAT'S IT.