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Authors: M.T.Bailey

# Saving *Word*® files in alternative formats.

This document describes the different file formats available in *Word 2007*® and gives a short description on each format.


## Saving Files

To save a file you can simply click on the floppy disk icon next to the office button.




You will then be presented with a save dialogue box if this is a newly created file. It will then ask for a file name to be specified and file format. The default is .docx which is new format in *Word 2007*<sup>®</sup>.

**Note - This file format is not compatible with other versions of *Word*<sup>®</sup>.**

If you click the Office Button  and then click the Save option you will be presented with the same dialogue box.

If you are saving changes to an existing file, these save buttons will save your changes but not change the file format.


### Saving a file for use with *Word*<sup>®</sup> 97-2003

- First click the Office Button 
- Hover the mouse over Save As and choose *Word*<sup>®</sup> 97-2003 document.
- Choose a file name and click save. (Note the format is .doc)

### Saving as a Template

Templates are useful if you want to create more than one document using the same fonts and styles. Once you have created a set of styles or chosen a series of fonts click Save As and then Template. You can then use this template file for other documents. (Note .dotx for 2007 and .dot for 97-2003)

### Saving in other formats

To save in other formats click the Office Button  and then hover over Save As and choose other formats.

- *Works*<sup>®</sup> format is a cut down version of *Word*<sup>®</sup> which is sometimes pre-installed on computers. This format can be selected here (note .wps) Two options are available Ver. 6.0 & 7.0 or 6.0 – 9.0. We recommend using 6.0 – 9.0 as this will cover all versions of *Works*<sup>®</sup>

- RTF or Rich Text Format will allow you to take a document to another application or another operating system such as Macintosh™. This format will keep the formatting and text in your document and allow you to open it on other systems. Select .rtf file format for this.
- TXT or Plain Text format is similar to RTF but normally will remove all the formatting options from your document. This format does have a smaller file size so can be useful when saving space. Use the .txt file format for this.
- HTML or XML documents can be used on the internet. Normally this format isn't needed for most word processing. Use .html or .xml for this.

## **Where to go for more help or information**

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: [www.staffs.ac.uk/ishelp](http://www.staffs.ac.uk/ishelp)

Email: [libraryhelpdesk@staffs.ac.uk](mailto:libraryhelpdesk@staffs.ac.uk) (for all IT and Library queries)

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