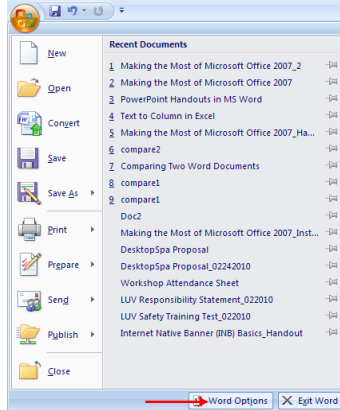


Changing Default File Format: You can set up the way your files are saved using formats other than the default (.docx).

1. In Word 2007, click the **Microsoft Office Button** , then click **Word Options**



2. Click the **Save** category. In *Save files in this format*, use the pull down menu to select which file extension you want.

Click **OK**

