



COMPUTER TIPS AND TRICKS

Productivity Tip

Have you ever wondered just what types of formats can be used for saving Word Documents?

Save an Office Word 2007 file in another file format

You can save Office Word 2007 documents to any of several file formats.

NOTE You cannot use Microsoft Office Word 2007 to save a document as a JPEG (.jpg) or GIF (.gif) file, but you can save a file as a PDF (.pdf) file.

1. Click the **Microsoft Office Button**, and then click **Save As**.

NOTE If you point to **Save As**, the menu that appears does not show a complete list of file formats. To view all of the possible file formats, you must click **Save As** to open the **Save As** dialog box.

2. In the **Save As** dialog box, click the arrow to the right of the **Save as type** list, and then click the file type that you want.

For this type of file	Choose
.docx	Word Document
.docm	Word Macro-Enabled Document
.doc	Word 97-2003 Document
.dotx	Word Template
.dotm	Word Macro-Enabled Template
.dot	Word 97-2003 Template
.pdf	PDF
.xps	XPS Document
.mht (MHTML)	Single File Web Page
.htm (HTML)	Web Page
.htm (HTML, filtered)	Web Page, Filtered
.rtf	Rich Text Format
.txt	Plain Text
.xml (Word 2007)	Word XML Document
.xml (Word 2003)	Word 2003 XML Document
.wps	Works 6.0-9.0

3. In the **File name** box, type a name for the file.
 4. Click **Save**.
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