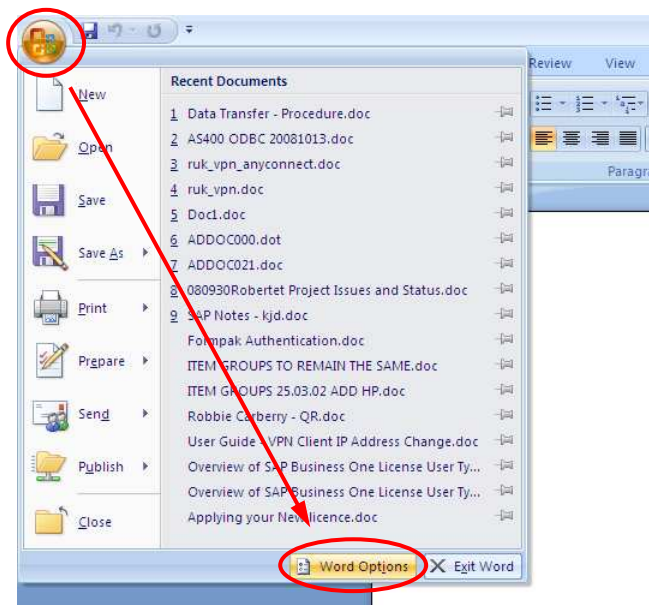
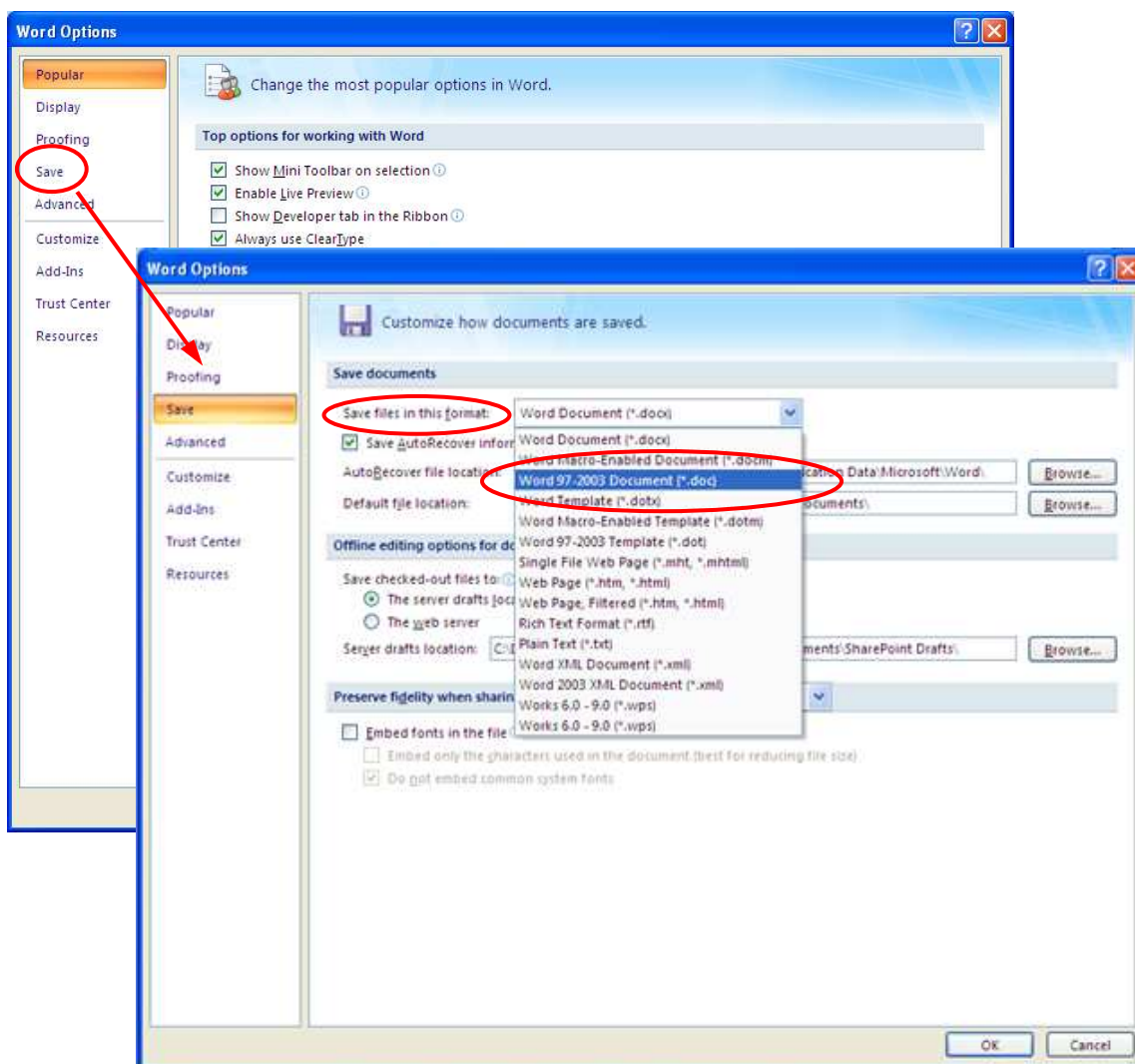


Left pick the **Microsoft Office Button** and select **Word Options** on the bottom edge of the menu.



Select **Save** on the left menu bar...



Select **Word 97-2003 Document (\*.doc)** from the **Save files in this format** drop down and pick **OK**.