

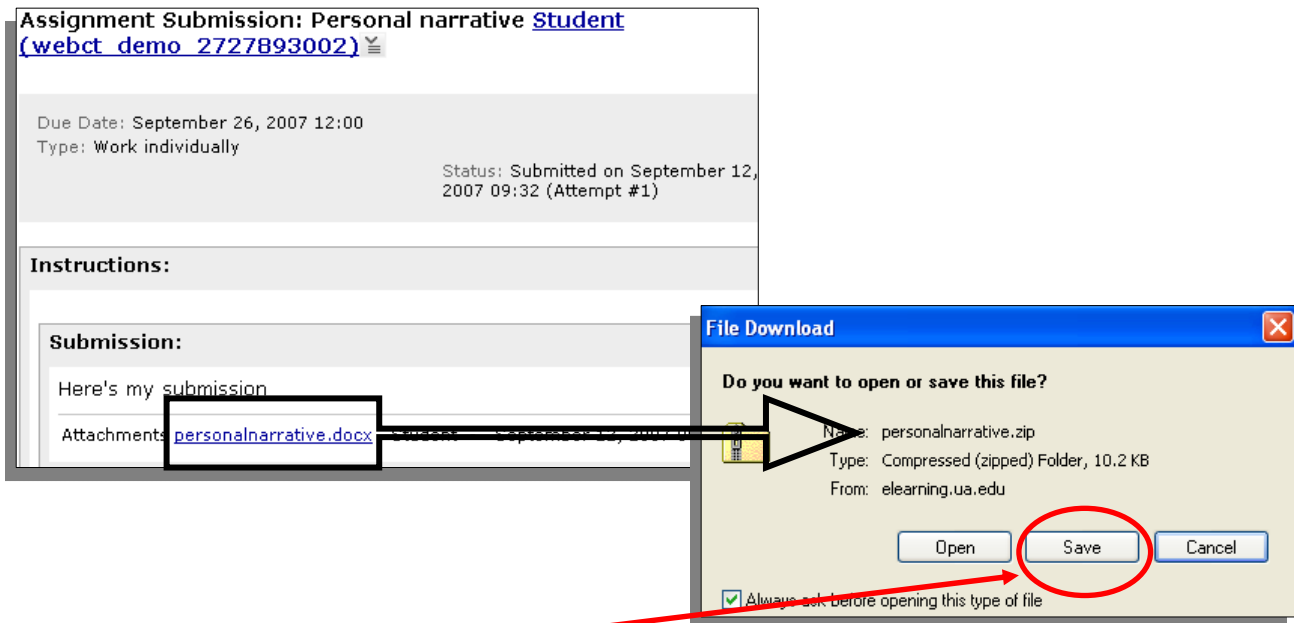


# ELEARNING AND MICROSOFT OFFICE 2007 FILES


## ACCESSING OFFICE 2007 FILES THROUGH ELEARNING

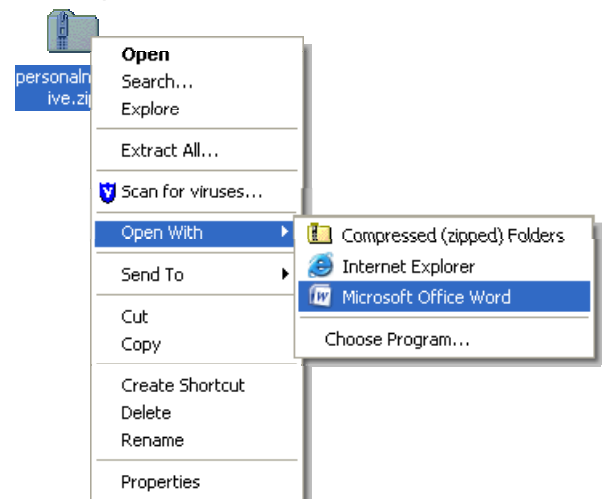
The recently released Microsoft Office 2007 creates files with file extensions (.docx in Word , .xlsx in Excel, and .pptx in PowerPoint) that may become zipped files when downloaded from eLearning through certain browsers on Windows (PC) computers. In order to view these files, some eLearning users have needed to follow the steps below.

Office 2007 files saved to one's computer from within eLearning may become **zip** (compressed) files when saved.



**This file should be saved instead of opened.** Once you have saved the file, you can open it with the appropriate Microsoft Office 2007 program by following these steps:

1. Right-click on the zip file.
2. Go to **Open With**.
3. Choose the desired program from the list (In this example, Microsoft Office Word). You may have to navigate to the program under **Choose Program...**
4. Once the file has been opened, choose **Save As...** from the  menu and choose the desired file type.



**Note:** If these steps do not work for you, please contact the eLearning Team at 348-ELEArn (3532) or eLearning@ua.edu.

## CONVERTING OFFICE 2007 FILES TO USE WITH EARLIER VERSIONS OF MICROSOFT OFFICE

Most Microsoft Office 2007 files will be unrecognizable to earlier versions of Microsoft Office. If you do not have Office 2007, an add-on is available that will convert the Office 2007 files to other file types. For Windows, the download is available on the Microsoft website:


<http://www.microsoft.com/downloads/details.aspx?FamilyId=941B3470-3AE9-4AEE-8F43-C6BB74CD1466&displaylang=en>. The converter for Macs can be found at <http://www.microsoft.com/mac/downloads.msp>.

Once you have downloaded and installed the converter, you can follow these steps to open Office 2007 files downloaded from eLearning.

1. Save the files from eLearning on your local computer. These will have a **zip** extension.
2. Change the file's extension from **zip** to **docx**.
  - a. On a PC, this can be done by right-clicking on the file's icon and choosing **rename** from the menu. This may not work if you cannot see the extension in the file's name. To make file extensions visible, go to your Start button, choose Control Panel, open Folder Options, click on the View tab, and uncheck the box next to 'Hide Extensions for known file types'.
3. Open the file with your converter.

## CHANGING OFFICE 2007 DEFAULT FILE TYPES TO EARLIER VERSIONS

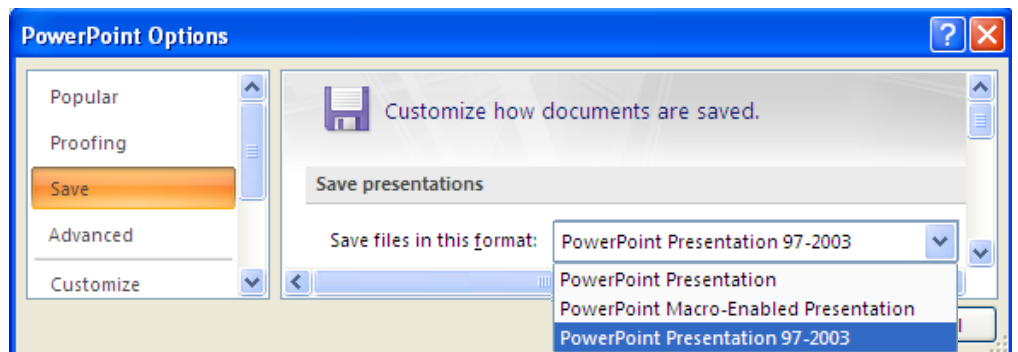
If you prefer not to use the added functions of Office 2007 or persons with whom you frequently share files cannot access Office 2007 files, you can change the way Office 2007 programs save files using these steps:

1. Within the program, click on the  icon.
2. Click on the program's **Options** button in the bottom right of the menu box.

**Note:** These steps are demonstrated through Microsoft Office 2007 PowerPoint. Similar steps will work with other Office 2007 programs.



3. Click on **Save** from the menu on the left.
4. Next to **Save files in this format**, click on the arrow to show the drop-down menu.
5. Choose the desired format, usually **97-2003**.
6. Once you have made the desired change, choose **OK**.



**Note:** Information to help Mac users view Office 2007 files is being explored.

For further opportunities to learn about eLearning, contact the eLearning Team at 348-ELEARN (3532) or [elearning@ua.edu](mailto:elearning@ua.edu) and visit the Faculty Resource Center at <http://frc.ua.edu>.

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