



Viewing docx Files - Converting a docx File to a doc File

Converting a docx file to a doc file:

1. Open file.
2. Select **File** then **Save As**.
3. Choose **Word 97-2003 Document**.
4. Select **Save**.

—OR—

Download Microsoft Compatibility Viewer

1. Go to
<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466>.
2. Select the **Download** button and follow the prompts.