



California State University, Long Beach
Information Technology Services

Microsoft Office 2007 Compatibility Pack
End User



Contents

Microsoft Office 2007 Compatibility Pack Overview	3
Working in Office 2007	3
Working in an Earlier Version of Office.....	4
What will happen if the Compatibility Pack isn't Loaded?	4



Microsoft Office 2007 Compatibility Pack Overview

The Microsoft Office 2007 suite utilizes a new file format known as Open XML. This new format introduces an “x” at the end of the file extension (see Figure 1) and will affect compatibility between the versions for the following programs: Word, Excel and PowerPoint.

File Extensions for Office 2007 and Previous Versions

	Office 2003, XP, 2000	Office 2007
Word	.doc	.docx
Excel	.xls	.xlsx
PowerPoint	.ppt or .pps	.pptx or .ppsx

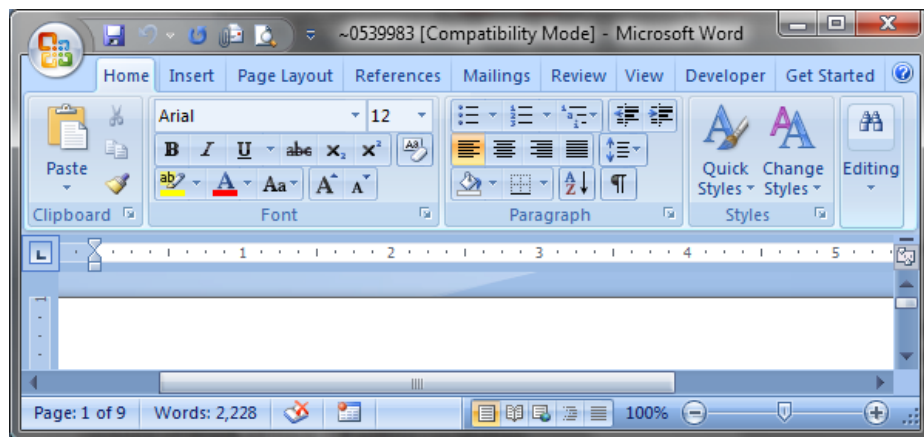
Figure 1.

To open, edit and save an XML document in an earlier version of Office, users must first install the Microsoft Office Compatibility Pack.

Working in Office 2007

Documents created in previous versions of Office are able to be opened in Office 2007 without any problems. This is called backward compatibility.

When you open a document created in a previous version of Office, you will see “Compatibility Mode” in the title bar of the document window indicating that Compatibility Mode is turned on.



Note: With Compatibility Mode turned on, none of the new or enhanced features of Office Word 2007 will be available. This is so that users of previous versions of Word will have full editing capabilities.

You have two choices:

1. Work in Compatibility Mode and not utilize any Office 2007 new features.
2. Convert your document to the Office Word 2007 file format and have access to the new and enhanced features in Office Word 2007.

It is important to note that users on previous versions of Word may be prevented from editing certain portions of the document that were created with some of the new features in Office Word 2007.



Working in an Earlier Version of Office

Document elements that behave differently in Compatibility Mode

If you open a 2007 document in an earlier version of Office (Word, Excel or PowerPoint), any element created with the new 2007 functionality will not be editable, or will have limited editing capability. The following elements are permanently changed when you are working in Compatibility Mode and open a 2007 document from within an earlier version of Office:

Office Word 2007 element	Behavior in Compatibility Mode
Heading and body fonts	Converted to static formatting.
Relative text boxes	Converted to absolute positions.
Margins	Converted to absolute tabs.
Bibliography	Converted to static text.
Citations	Converted to static text.
Placeholder text in citations	Converted to static text.
Placeholder text in content controls	Converted to static text.
Themes	Permanently converted to styles. If the file is later opened in Office Word 2007, you cannot automatically change the style by using themes.
Theme colors	Permanently converted to styles. If the file is later opened in Office Word 2007, you cannot automatically change the style by using theme colors.
Theme fonts	Permanently converted to styles. If the file is later opened in Office Word 2007, you cannot automatically change the style by using theme fonts.
Theme effects	Permanently converted to styles. If the file is later opened in Office Word 2007, you cannot automatically change the style by using theme effects.
Content controls	Permanently converted to static text.

What will happen if the Compatibility Pack isn't Loaded?

If you do not load the Compatibility Pack, you will receive the following error upon opening a document from Office 2003 that was created in Office 2007. Click **OK** to be taken the official Microsoft.com download page.

