

# Microsoft Word - Save Formats



## Save Formats

The document can be saved in one of several ways now.

The standard is 2007, this saves the document as docx or docm. These documents cannot be read with earlier versions of the Word. (There is a converter that can be downloaded from the Microsoft website which will allow you to open a 2007 document format with an earlier version). The difference between docx and docm files are that docx files will not contain a macro, whereas if a macro or VBA code is included in a file the extension will be docm.

For compatibility purposes there is an option to save in word 2003 format. But some of the new functionality will be lost when saved in this format.