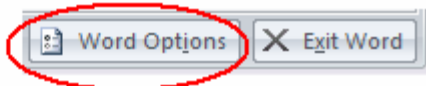




To Save documents as 97-2003 type (.doc):

Click on the Microsoft Office Button located in the top left of the document.

Click the "Word Options" button located at the bottom of the dialog box



Choose the "Save" button; #1

In the "Save files in this format" drop-down box, choose "Word 97-2003 Document (*.doc)" #2

Click the "OK" button at the bottom of the box #3

