

Microsoft Office Compatibility (Mac & PC)

Verifying the Software Version

10/17/2008

Microsoft has released new versions of Office for both Mac and PC. These versions changed the file formats for Microsoft Office Word, Excel, and PowerPoint. Office 2003 and 2004 users are not able to automatically read 2007 or 2008 files. Users of both versions can take compatibility measures.

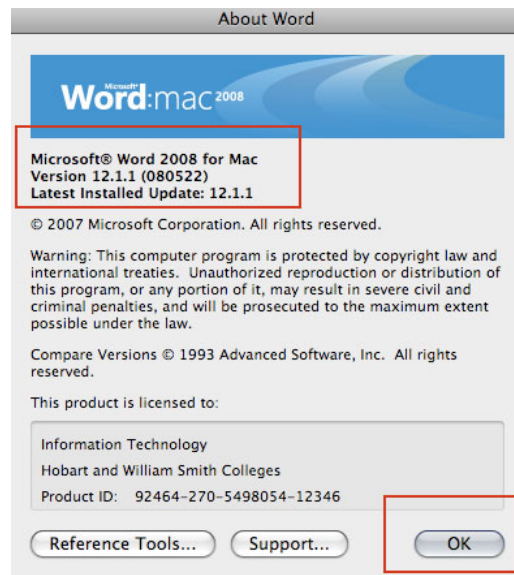
If you have trouble with these directions, please contact the help desk (ext. 4357 or in the library) for assistance.

To determine which version is installed on a Mac:

1. Open **Microsoft Word**
2. In the program menu, select **Word > About Word**

A new window detailing information about Microsoft Word will appear.

3. Look for the software version in the upper text
4. To close the window, click **OK**



To determine which version is installed on a PC:

1. Open **Microsoft Word**
2. If you see the screen to the right, then the machine has Office 2007



3. If you don't see the above screen, within Word in the program menu, select **Help > About Microsoft Word**

A new window detailing information about Microsoft Word will appear.

4. Look for the software version in the upper text confirming that Office 2003 is on the machine
5. To close the window, click **OK**

Once you've determined which Microsoft Office version you are using, find directions on making files compatible between Office versions at

<http://web.hws.edu/administration/itservices/training.asp>

