Configure Office to Save in Compatibility Mode

Word 2011 and 2016:

1. Open Word, click on **File** > **Preferences...** > **Save**.
2. Change the "Save Word files as" setting to "**Word 97-2003 Document**" **(.doc)**.
3. Click **OK** to save the settings.

2019/365:

1. On the File tab, click **Save As**, and then click **Browse**.
2. In the **Save As** dialog box, in the Save as type list, click **PowerPoint 97-2003 Document (*.doc)**.
3. Click **Save**.

Excel 2011 and 2016:

1. Open Excel, click on **File** > **Preferences...** > **Compatibility**.
2. Change the "Save files in this format" setting to "**Excel 97-2003 Workbook (.xls)**".
3. Click **OK** to save the settings.

2019/365:

1. Click **File** > **Export** > **Change File Type**.
2. Under Workbook File Types, double-click **Excel 97-2003 Workbook (*.xls)**.
3. In the **Save As** popup window, choose a folder location for the workbook.
4. In the **File name** box, type a new file name (or use the one that’s already there).
5. Click **Save**.
6. If the Compatibility Checker appears, review any compatibility issues that were found.

PowerPoint 2011 and 2016:

1. Open PowerPoint, click on **File** > **Preferences...** > **Save**.
2. Change the "Save PowerPoint files as" setting to "**PowerPoint 97-2003 Presentation**" **(.ppt)**.
3. Click **OK** to save the settings.

2019/365:

1. On the **File** tab, click **Save As**, and then click **Browse**.
2. In the **Save As** dialog box, in the Save as type list, click **PowerPoint 97-2003 Presentation (*.ppt)**.
3. Click **Save**.

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