

# Finding & Using Office 2007 Applications

## New Extension

A file extension is the combination of characters the program places after the “.” in the file name. The extension tells the computer which program is associated with the file. Most of the Office 2007 products save files with a different extension than previous versions (Word = .docx; Excel = .xlsx; PowerPoint = .pptx; Access = .accdb). These files are not backwards compatible, so older Office programs cannot open 2007 files. Publisher did not change the extension, so it still saves as a .pub, but it is not backwards compatible. To make them compatible, you’ll need to save as the file type for the previous version.

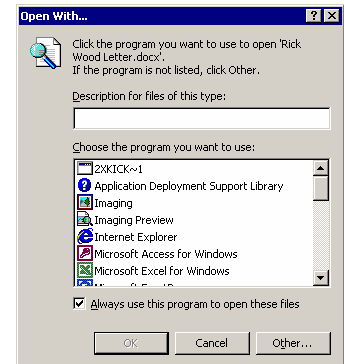
## When You Don’t Have The Program

If you try to open a document that you don’t have the program for, you’ll get a dialog box asking you which program to use.

Click cancel!

If you try to open a file created in a newer version of Publisher you’ll get the following message:

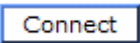
“Publisher cannot open files from a different version.”



## The File Must Be On The Network (Not In Email).

If the file you want to open is in your email, save it to your H: drive using the *File menu | Save Attachments* from the message containing the attachment.

## Where To Find The 2007 Environment If You Don’t Have It Installed On Your Computer (internally or from outside the district network)

1. Go to the District Website ([www.bham.wednet.edu](http://www.bham.wednet.edu))
2. Follow the path *Staff > Staff Tech Tools > Microsoft Office 2007@ Environment > Office 2007*
3. You may need to allow the website to install Active X controls if the Connect button is not available.
4. Click the connect button. 
5. Log into the 2007 environment just like you log into your computer every day.

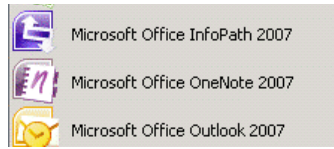


6. The tab at the top of your desktop indicates you are in the 2007 desktop, not your own.



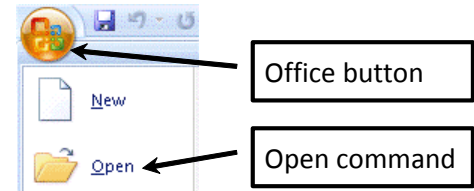
Running in a terminal environment is like running another computer in a window on your computer.

## The Office 2007 icons look a little different from previous versions



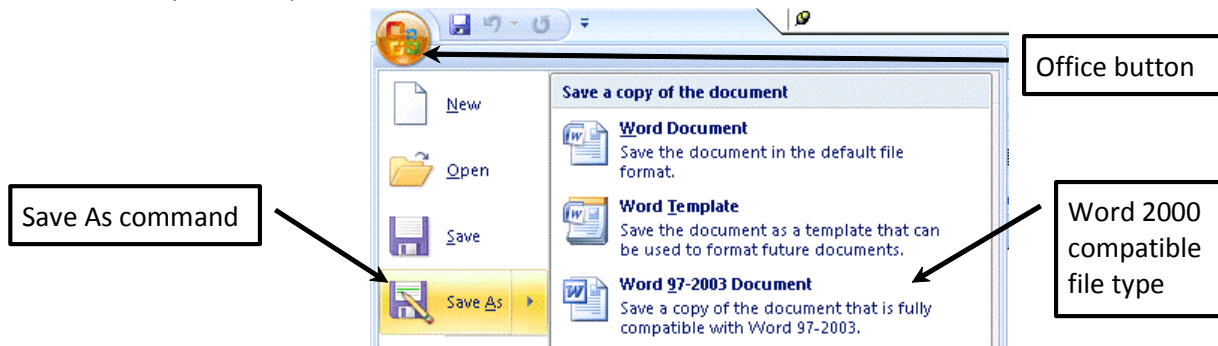
## Open A File With Word 2007

1. Office button | Open
2. Navigate to the location of your file.



## Save A Word 2007 Document To The Older Version For Use With Office 2000

Office button | Save As | Word 97-2003 Document



## Printing Your Documents

You'll need to save your files as the older version and go back to your normal desktop to print. Printing capabilities are not easily accessible from the terminal environment.

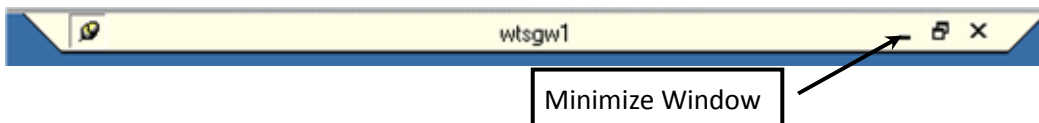
## Exiting The Terminal Environment And Returning To Your Normal Desktop

1. Exit the program you're using (Office button | Exit <program>)
2. Exit the terminal environment (Start | Log off)

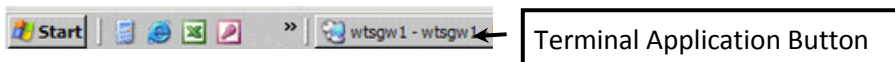
## It is not recommended that you switch between environments, but if you must:

### Switching Back To Your Desktop Without Exiting The Terminal Environment (And Returning)

1. Click the minimize button to minimize the terminal window.



2. Minimize the Web Browser window to return to your desktop.
3. Click the application button on the task bar to return to the terminal environment.



4. Confirm Log Off