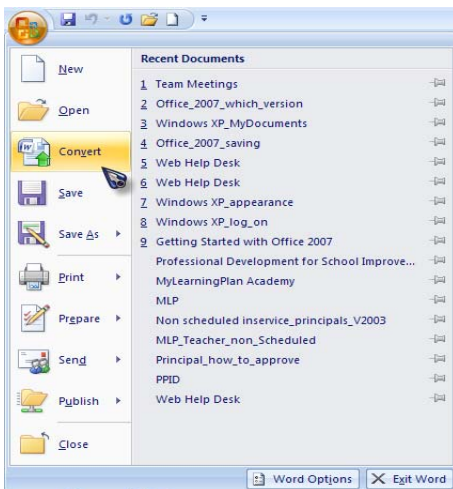


# Office 2007 – Converting an earlier version to 2007 (to use new functions)

1. Open the document
2. Click on the **Office Button**



3. Click on **Convert**



4. A conformation box will appear
  - a. Check (✓) the box to not be asked again
  - b. Click **OK**

