

Instructor can't open your documents as created?

- ✓ Do you have Windows Vista home edition?
- ✓ Are you using Word 2007 (.docx) or Works (.wps)?

It's an incompatibility issue.

How to overcome this?

- ✓ Save your documents as earlier versions of Word.
- ✓ When you save a document, (SAVE AS) the program gives you a long list of file types.
- ✓ Choosing "Word 97-2003 Document" should solve your problem.

Using Office 2007? You can also set the program to automatically save your files as earlier versions

- ✓ Open Word and click on the Office button at the top left.
- ✓ At the bottom of the menu that comes up, click "Word Options."
- ✓ Click on "Save" in the left panel.
- ✓ In the right panel, under "save files in this format" select "Word 97-2003 Document (*.doc)."
- ✓ Click OK, and all Word files you create should be compatible with the program on other computers.