

Microsoft Word Conversion Pack

Dear Parents,

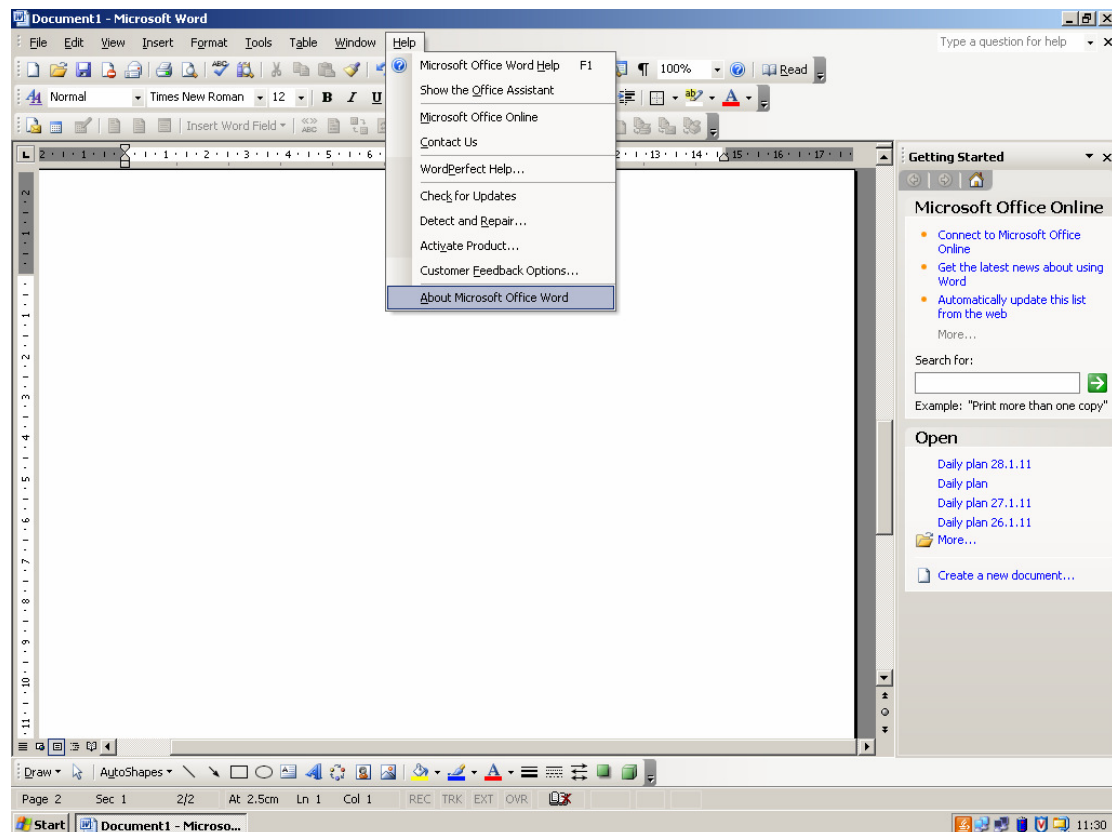
It has been brought to our attention that a number of parents have been unable to open the recent Microsoft Word documents that have been sent through ParentMail.

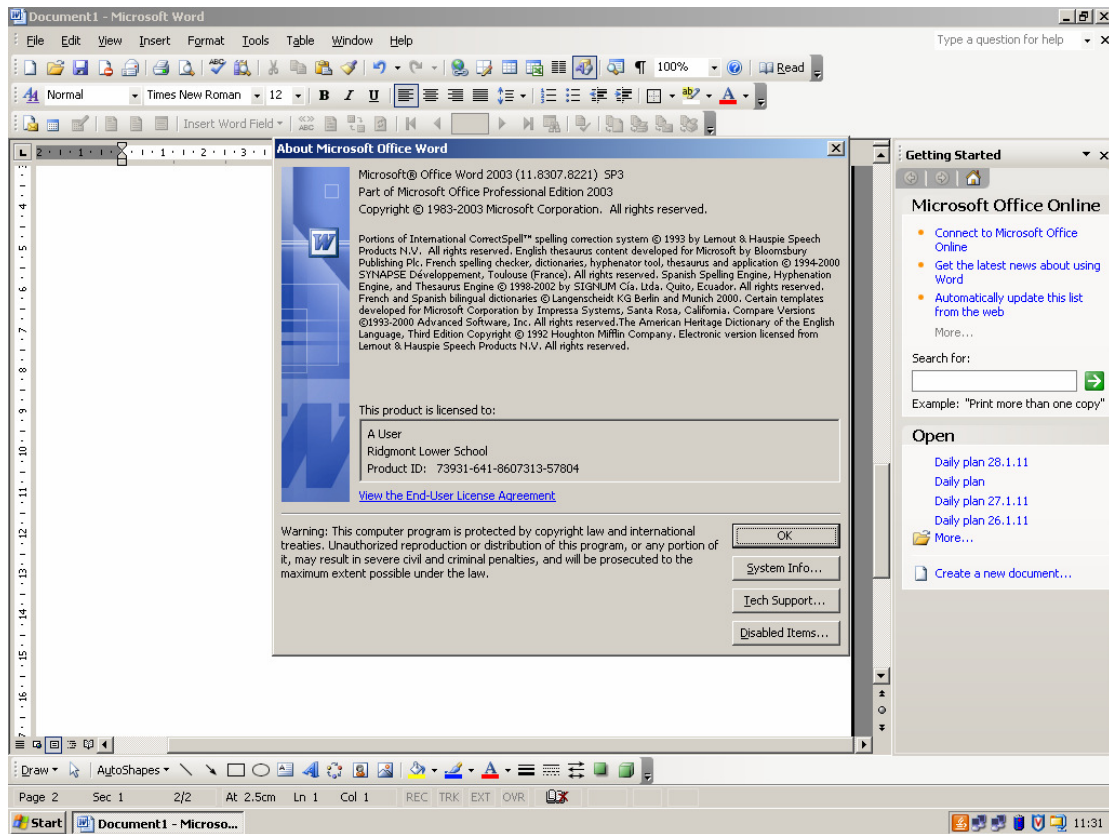
We are aiming to reduce our use of paper for administrative purposes and where possible will send out permission and reply slips in Microsoft Word format; these can then be edited and returned to us via e-mail. All other documents will generally be converted to .PDF format (which cannot be edited) before distribution.

We tend to use Microsoft Office Professional 2003 as a standard throughout the school and any Microsoft Word documents created in this format have the extension .doc; however some members of staff have the newer editions of Microsoft Office (2007 and 2010) on their laptops. This version produces documents with the extension .docx and it is this format which is causing problems for some parents as it cannot be read by the 2000/2002 or 2003 versions of Microsoft Office.

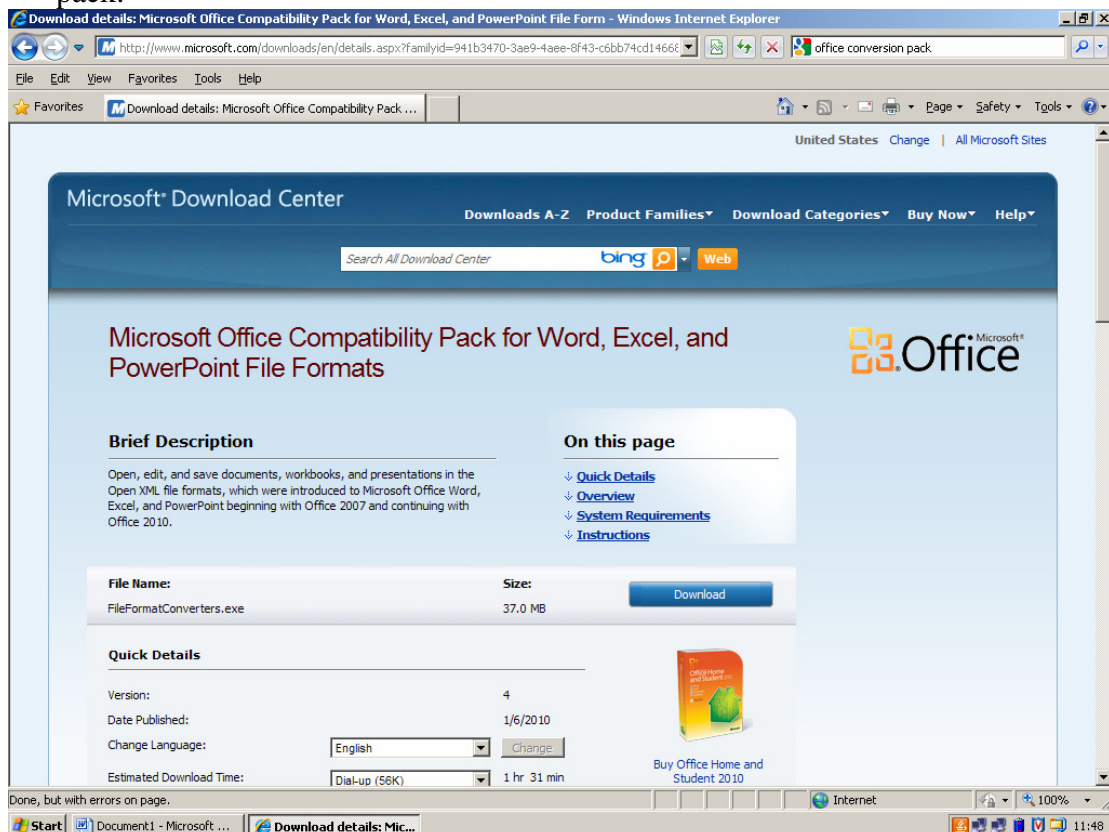
Fortunately this can easily be remedied by installing the free conversion pack from Microsoft. To help you, I've prepared some guidelines below:

1. Check your version of Microsoft Office by clicking on the Help link at the top of your Microsoft Word screen. Click on About Microsoft Office Word This will tell you your software version.





- The compatibility pack can be downloaded by clicking on this link: [Compatibility Pack](#) which will display the following screen. Please make sure you read the Microsoft guidelines in step 3 below BEFORE you download the compatibility pack:



3. Microsoft publish the following guidelines on the page above:

Overview

Users of the Microsoft Office XP and 2003 programs Word, Excel, or PowerPoint—**please install all High-Priority updates from [Microsoft Update](#) before downloading the Compatibility Pack.**

By installing the Compatibility Pack in addition to Microsoft Office 2000, Office XP, or Office 2003, you will be able to open, edit, and save files using the [file formats in newer versions of Word, Excel, and PowerPoint](#). The Compatibility Pack can also be used in conjunction with the Microsoft Office Word Viewer 2003, Excel Viewer 2003, and PowerPoint Viewer 2003 to view files saved in these new formats. For more information about the Compatibility Pack, see [924074](#).

Note: If you use Microsoft Word 2000 or Microsoft Word 2002 to read or write documents containing complex scripts, please see [925451](#) for information to enable newer versions of Word documents to be displayed correctly in your version of Word.

Administrators: The [administrative template for the Word, Excel, and PowerPoint converters](#) contained within the Compatibility Pack is available for download.

Update: The Microsoft Office Compatibility Pack has been updated to include SP2. Additionally, with the updated Compatibility Pack, if .DOCX or .DOCM files contain custom XML tags, those tags are removed when the file is opened in Word 2003. For more information, please see [KB978951](#)
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System Requirements

- **Supported Operating Systems:** Windows 2000 Service Pack 4; Windows Server 2003; Windows Vista; Windows Vista Service Pack 1; Windows XP Service Pack 1; Windows XP Service Pack 2; Windows XP Service Pack 3; Windows 7; Windows Server 2008
- **Recommended Microsoft Office programs:**
 - Microsoft Word 2000 with Service Pack 3, Microsoft Excel 2000 with Service Pack 3, and Microsoft PowerPoint 2000 with Service Pack 3
 - Microsoft Word 2002 with Service Pack 3, Microsoft Excel 2002 with Service Pack 3, and Microsoft PowerPoint 2002 with Service Pack 3
 - Microsoft Office Word 2003 with at least Service Pack 1, Microsoft Office Excel 2003 with at least Service Pack 1, and Microsoft Office PowerPoint 2003 with at least Service Pack 1
 - Microsoft Office Word Viewer 2003
 - Microsoft Office Excel Viewer 2003
 - Microsoft Office PowerPoint Viewer 2003

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Instructions

To install this download:

1. Ensure your system is up to date by installing all High-Priority/Required updates on [Microsoft Update](#) **(required for Microsoft Office XP and 2003 users).**

2. After installing all High-Priority/Required updates with [Microsoft Update](#), download the Compatibility Pack by clicking the **Download** button above and saving the file to your hard disk.
3. Double-click the **FileFormatConverters.exe** program file on your hard disk to start the setup program.
4. Follow the instructions on the screen to complete the installation.

To remove this download:

1. On the Windows Start menu, click **Control Panel**.
2. Select **Add/Remove Programs**.
3. In the list of currently installed programs, select **Compatibility Pack for the 2007 Office system** and then click **Remove** or **Add/Remove**. If a dialog box appears, follow the instructions to remove the program.
4. Click **Yes** or **OK** to confirm that you want to remove the program.

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We hope this helps.

Yours faithfully,

Gail Burger,
ICT Technician

Gill Dimery
School Secretary