



Converting a DOC to a DOCX File

Many HHS documents were created in the last decade. Some were even created last millennium. Many of these documents still have one of their original traits: The *.doc file format. When you have a DOC file to revise, the first thing you should do is convert it to the more modern file format, DOCX.

A document with an extension of .DOC, is still using the format of Microsoft Word 2003 and earlier. Many features in new versions of Word make it easier to make the document accessible. These features are not available in DOC files.

Adding an "X" to the filename isn't enough. But, converting your document can be easily done in Microsoft Word.

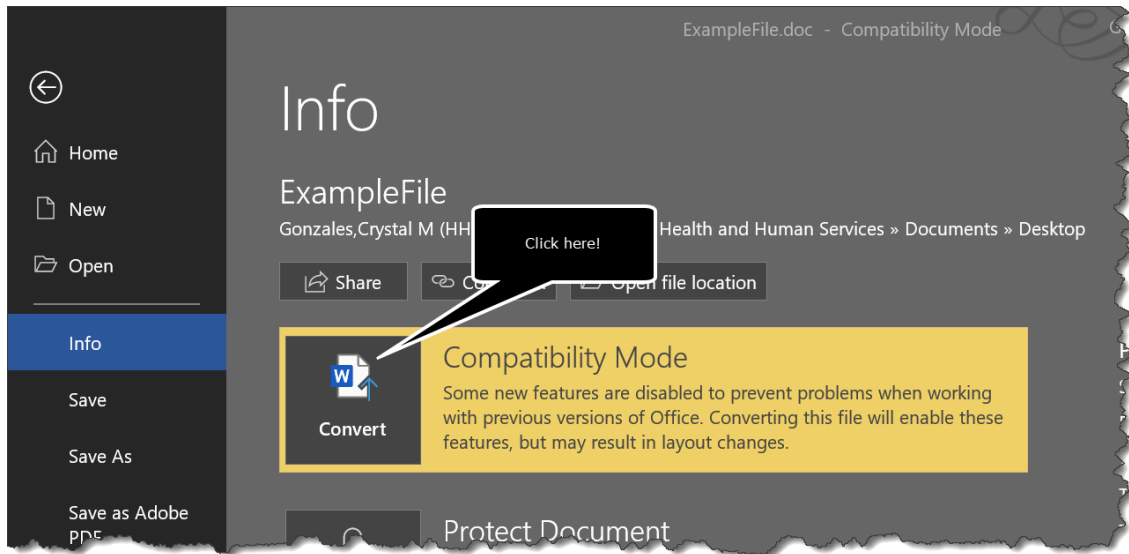
If it's an old DOC file, you will see "Compatibility Mode" following the filename.



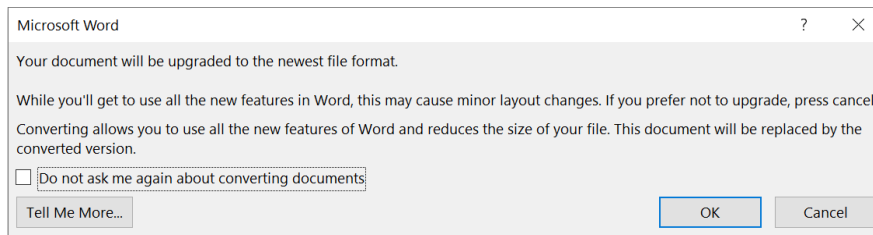
Converting your document to the new format is easy:

1. Just in case, save a backup copy of the file in its original format.
2. Open the Word document to convert it.
3. Click on the **File** tab.
4. Word's back office opens. Go to the **Info** tab.

5. Click on the **Convert** button.



6. A message pops up warning you there might be layout changes. Click on the OK button.



7. Save the file.

You now have a document in the new DOCX format!