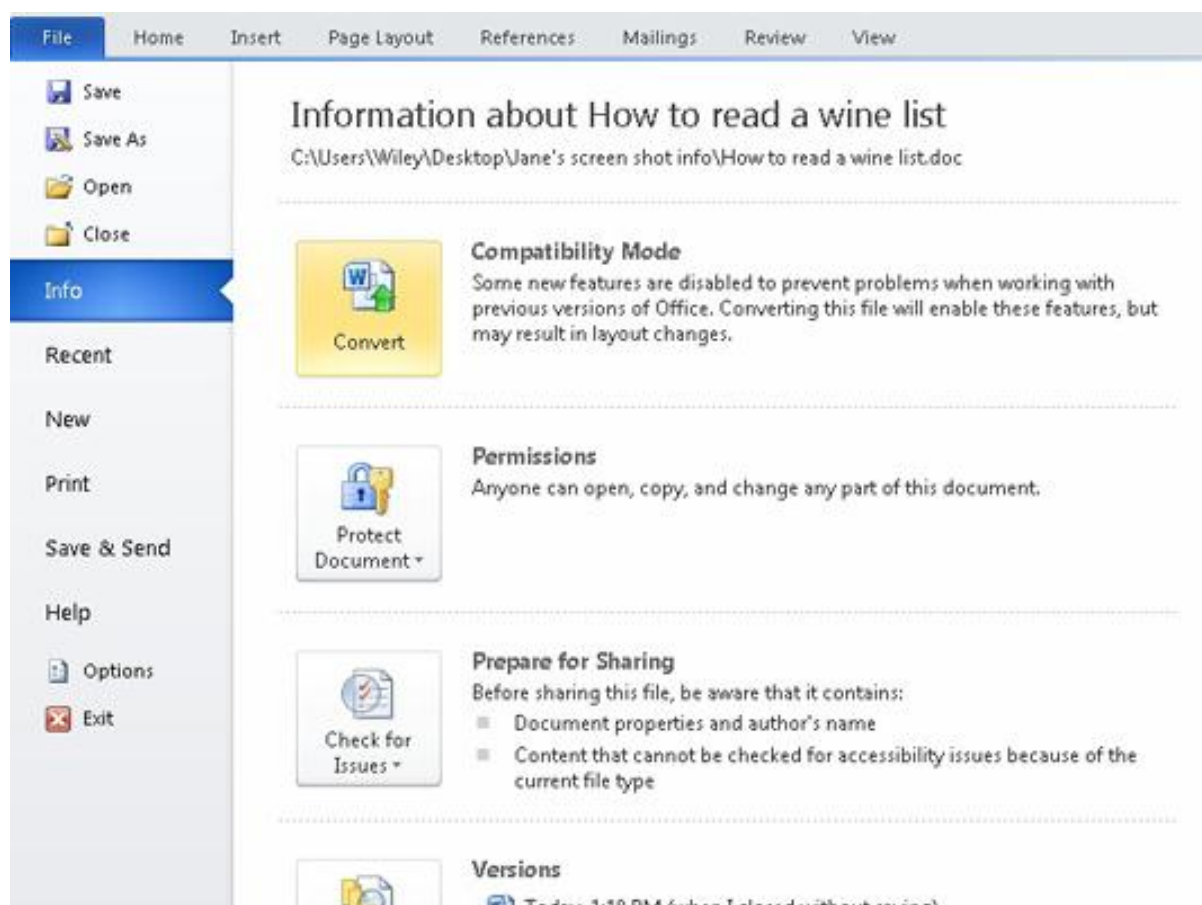


## Converting MS Word Documents

Compatibility issues may occur from one version of Microsoft Word file to another. The information below shows how to convert files.

### Office 2010

In Microsoft Word 2010, open the files supplied, then click on the File Tab, Navigate the drop down menu and select Info and Convert, this will ensure that all the features of Microsoft Word 2010 are enabled. Save the files.



## Office 2007

Using Microsoft Word 2007, open the files supplied, then click on the Microsoft Office button in the top left hand corner and then click on Convert. This will convert the file to Word 2007 format, then save the file.

