

Microsoft Office Document Converter

Open XML File Format Converter For Mac 1.0

Files created in the new versions of Microsoft Office (2007 - Windows and 2008 – Mac, i.e. .docx files) are not compatible with earlier versions of Office (2003 – Windows and 2004 – Mac). This tool is used to convert files created in Microsoft Office 2007 or 2008 to be compatible with Office 2004. It is easily downloaded and free.

System Requirements

NOTE: For the Open XML Converter to work, your computer must meet the system requirements.

Operating System

Your operating system must be at version 10.4.9 or higher.

- To check your operating system, go to the **Apple** menu and click **About This Mac**. If your operating system is a version of 10.4 (Tiger), but less than 10.4.9 click on the **Software Update** button. Installing these updates will sufficiently update your OS.



NOTE: If your operating system is a version of 10.3 (Panther) you will not be able to update your computer past 10.3.9, and the XML Converter will not work. You can purchase Leopard, the newest Mac operating system directly from Apple for \$116.

Microsoft Word

Word must be at 11.4.0 or higher. Ideally, the converter will work best with 11.5.0 or higher.

- To check your version of Word, open Word and from the **Word** menu click **About Word**.
- To update your computer from the current version to the newest, you must (unfortunately) install every update in between. For instance, you cannot jump from 10.3.5 straight to 10.4.0.
- In Word, go to the **Help** menu and select **Check for Updates**. This process is repeated for the number of updates needed.
- If you are unable to update through **Check for Updates**, go to microsoft.com/download and in the search bar type in **Office 2004**. Sort your results by **Release date** and download every update between the newest and version of Word and yours. Click on the green arrow to install and follow instructions.



Title	Release Date
Microsoft Office 2004 for Mac 11.3.1 Update This update contains several improvements to enhance stability and performance. In addition, this update includes fixes for vulnerabilities that an attacker can use to overwrite the contents of your computer's memory with malicious code.	8/13/2008
Open XML File Format Converter for Mac 1.0 Open XML Converter allows you to convert Open XML files that were created in Office 2008 for Mac or Office 2007 for Windows so that you can open, edit, and save them in earlier versions of Office for Mac.	6/24/2008
Microsoft Office 2004 for Mac 11.3.0 Update This update contains several improvements to enhance stability and compatibility with documents that were created in Office 2008 for Mac and Office 2007 for Windows.	6/24/2008
Microsoft Office 2004 for Mac 11.4.2 Update This update fixes a vulnerability that an attacker can use to overwrite the contents of your computer's memory with malicious code.	5/13/2008
Microsoft Office 2004 for Mac 11.4.1 Update This update fixes a vulnerability that an attacker can use to overwrite the contents of your computer's memory with malicious code.	3/11/2008

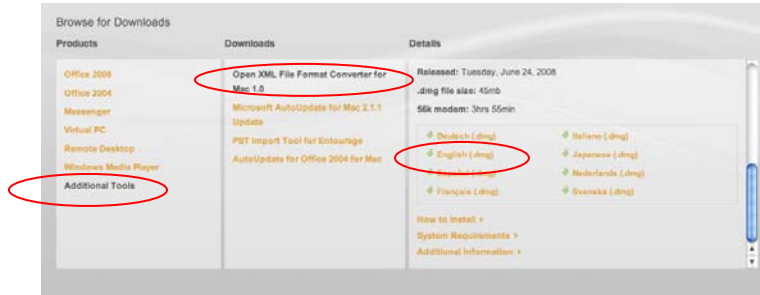


Downloading and Installing the File Converter

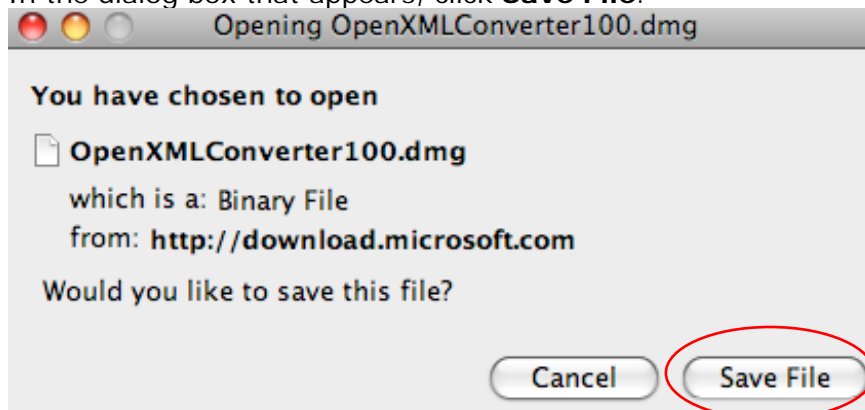
1. Quit any applications that are currently running.
2. Go to **mactopia.com** click on **Downloads**.



3. Scroll down to the bottom of the screen to the heading **Browse for Downloads**. Click on **Additional Tools**, and then on **Open XML File Format Converter for Mac 1.0**.



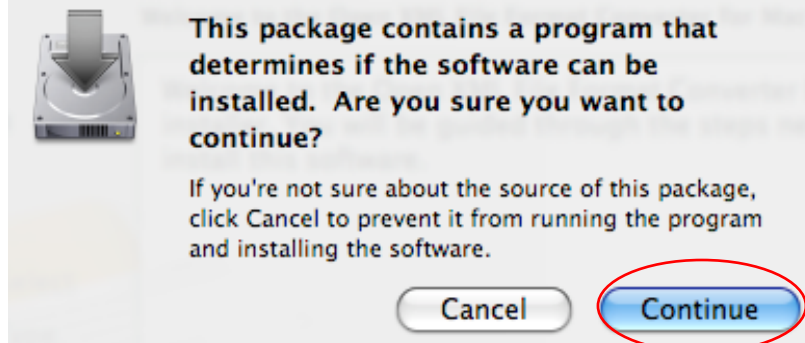
4. To download, click on your preferred language.
 - a. If using Firefox (Safari users start at step iv):
 - i. In the dialog box that appears, click **Save File**.



- ii. Once the download is complete, locate and double click on the Open XML Converter100.dmg file. You can also double click on it in the Download window.

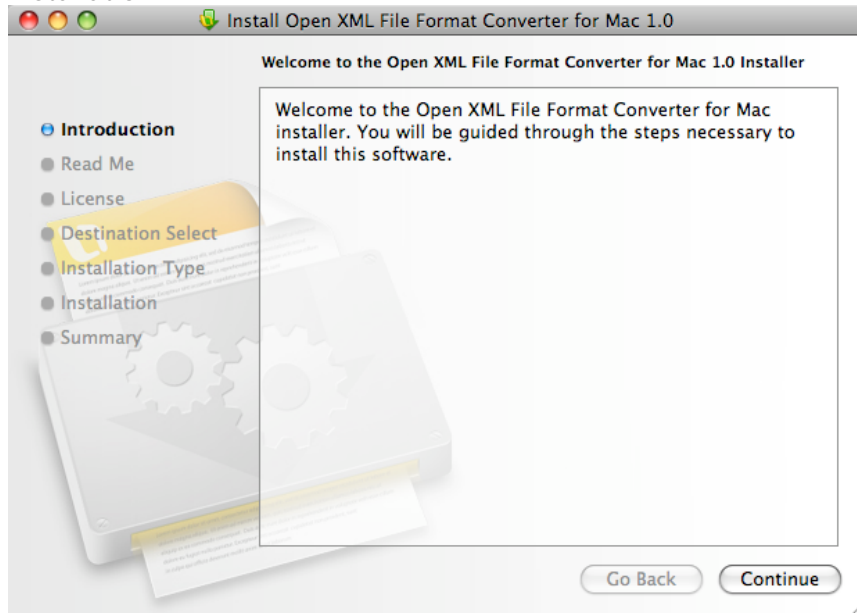


- iii. Double click on the green arrow to begin the installation.
 - iv. The following dialog box will appear (Safari users start here):



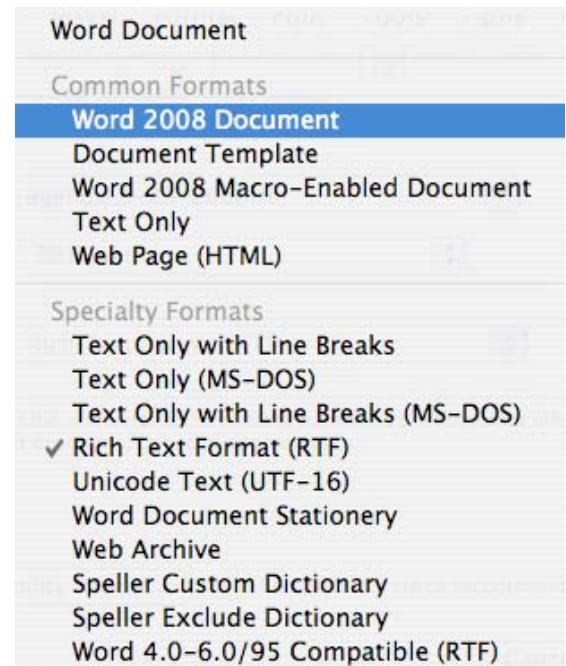
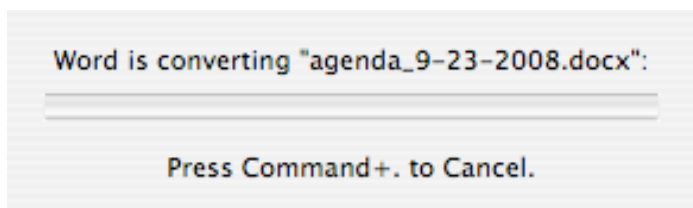
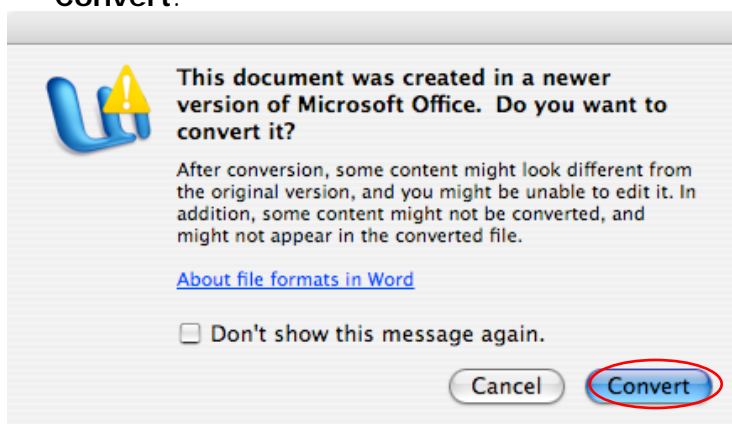
- v. Click **Continue**.

- vi. The install dialog box will appear. Follow the instructions to complete the install. **NOTE:** An Administrator password will be required to complete the installation.



To Convert a Single File

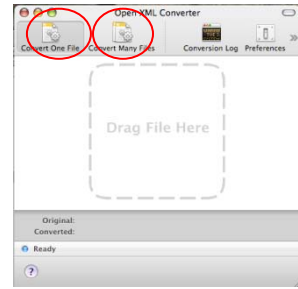
1. Save the .docx file to your computer.
2. Double click on the .docx file to open it. The following dialog box will appear. Click on **Convert**.



3. **Note:** If you updated your version of Office to 11.4.0 or above, the document will open in a .docx file format, otherwise the file will open as a .rtf (Rich Text Format). Once in Word, you can save in a different format.

To Convert a Multiple Files

1. Open the Open XML Converter application.
 - a. If you can't find where the program is saved, check the **Applications** folder in the Macintosh HD. The file name will be **Open XML Converter**.
2. Drag the file to the middle of the Converter. To convert multiple files, click on **Convert Many Files** and drag the files to the list.
3. NOTE: When you convert files using the Open XML Converter application, the file is converted from a .docx file to a .rtf (Rich Text Format) file. To save the converted file in a different file format, open it in Word and from the **File** menu, choose **Save As...**



Notes:

1. Features such as Smart Art become static objects when converted. There is a complete list of what is preserved and not as well as known issues at <http://www.support.microsoft.com/kb/953823>.
2. The converter automatically saves a duplicate .rtf file (i.e. it does not convert the original file). Opening the original file causes the converter to convert the file again. You can save the .rtf file as a .doc file.