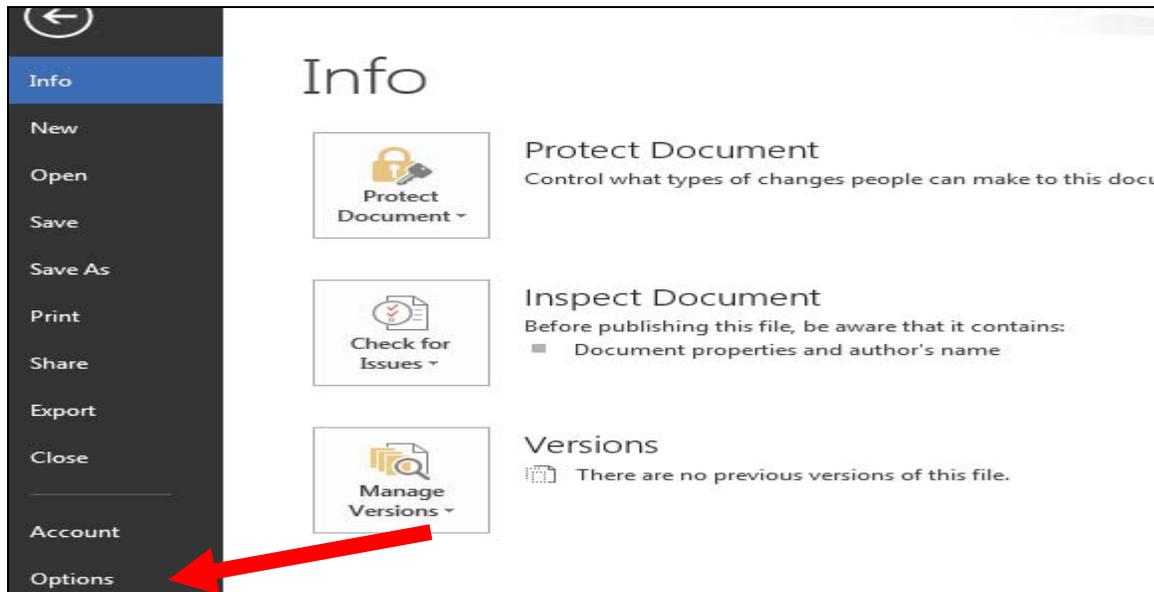
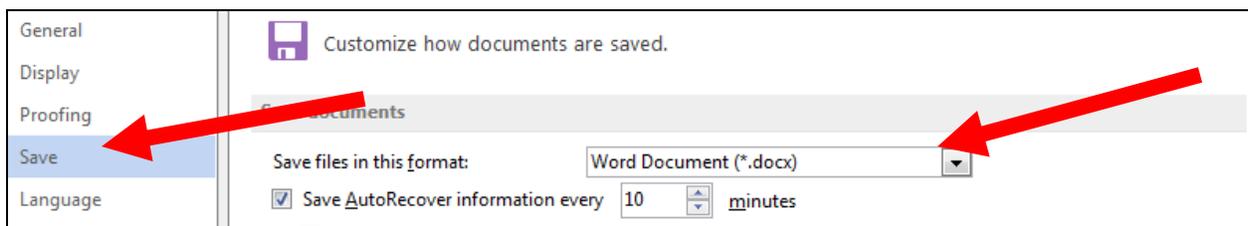


Setting Microsoft Word 2013 to save automatically as a .doc file

1. Open Word 2013
2. Click File
3. Choose "Options" at the very bottom of ribbon



4. Choose "Save"



5. Click the down arrow and change "Word Document (*.docx)" to "Word 97-2003 Document (.doc)"
6. Hit "OK"

For EXCEL 2013 – use the same instructions but in Step 5, choose "Workbook 97-2003 (.xls)"