

# A GUIDE TO OPENING THE FILE FORMATS USED BY CONVENTION AT LANCASTER

## Office document formats

The office document formats used at the university are MS Office 2007 (.docx, .pptx, .xlsx). If you do not have MS Office 2007, you can still open files like this using other software.

On Windows and you have Office 2003:

Download and install the Compatibility pack which allows Office 2003 to open Office 2007 documents.

<http://www.microsoft.com/downloads/details.aspx?FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466>

On Windows and you don't have any version of Office:

Download and install Microsoft's Viewer programs.

Word Viewer:

<http://www.microsoft.com/downloads/details.aspx?FamilyID=3657CE88-7CFA-457A-9AEC-F4F827F20CAC>

Excel Viewer:

<http://www.microsoft.com/downloads/details.aspx?familyid=1CD6ACF9-CE06-4E1C-8DCF-F33F669DBC3A>

PowerPoint viewer:

<http://www.microsoft.com/downloads/details.aspx?familyid=048DC840-14E1-467D-8DCA-19D2A8FD7485>

(you'll *also* need the compatibility pack – see above)

*Alternatively*, download and install OpenOffice.org: see instructions for Linux, below.

On Linux:

Use OpenOffice.org.

<http://download.openoffice.org/index.html>

You may already have this installed; if so, check that you have an up-to-date version as OpenOffice.org version 2 can't handle the new Microsoft document formats. Versions later than October 2008 should have no trouble with the new formats.

## Compressed file formats

.zip files can be opened natively by modern versions of Windows and Linux (just double-click on them). If this does not work on your computer, you may need to install a special program – WinZip and WinRAR are often used for Windows, and free “sample” versions can be downloaded.

[http://www.winzip.com/prod\\_down.htm](http://www.winzip.com/prod_down.htm)

<http://www.rarlab.com/download.htm>

WinRAR in particular can *also* open .gz, .tar and .tgz file (compressed file formats used on Linux).