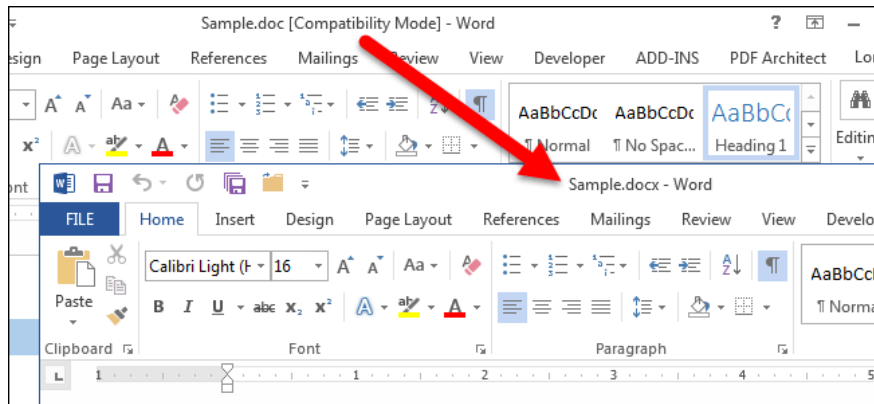


Instructions to convert doc doc to docx

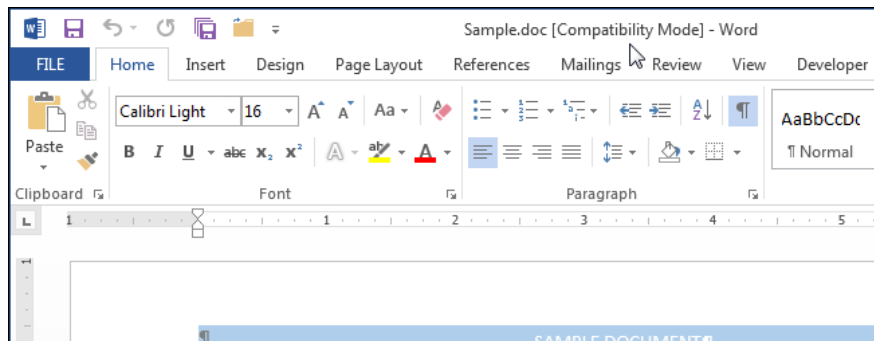
In some cases you get text documents created on older Microsoft Word versions (like 2007, 2010) that your computer is using Word 2013. So how to open Word files 2007, 2010 on Word 2013. Refer to the following article of Network Administration.

Suppose your computer installed **Microsoft Word 2013** . In some cases you get text documents created on older **Microsoft Word** versions (like 2007, 2010). So how to open these **Word 2007, 2010** files on **Word 2013**. Refer to the following article of Network Administrator.

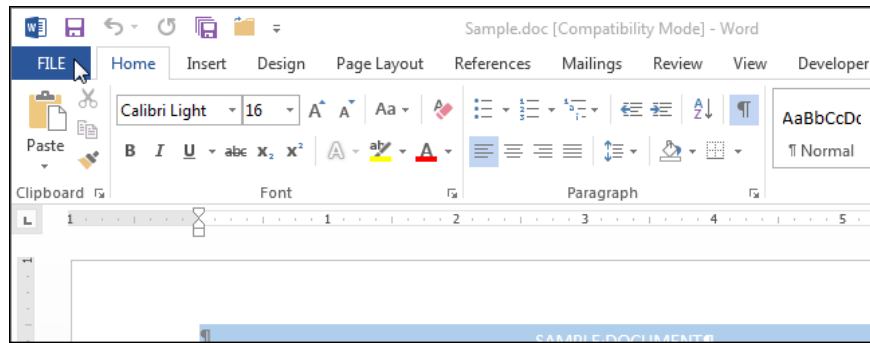
Also, you can consult how to convert Docx files to online Doc here.



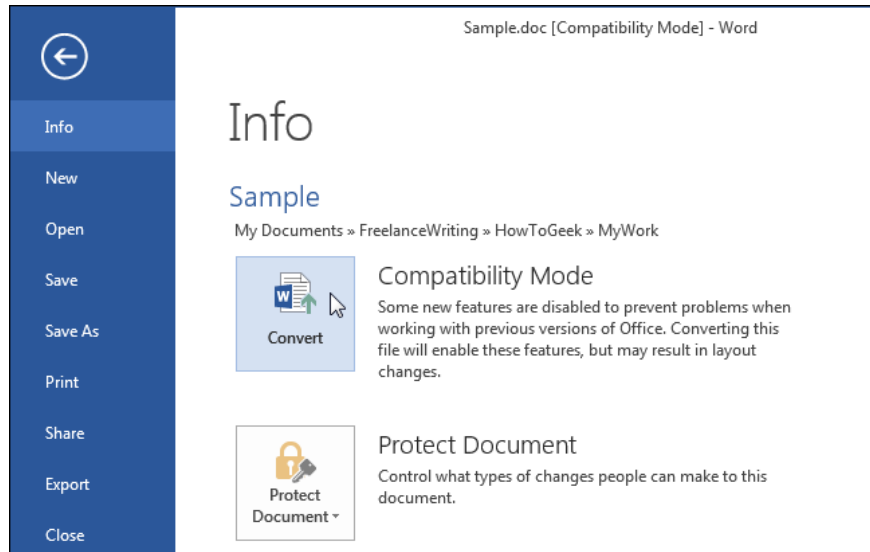
To convert **Word 2007,2010** file to **Word 2013** , first open the **Word** file to convert.



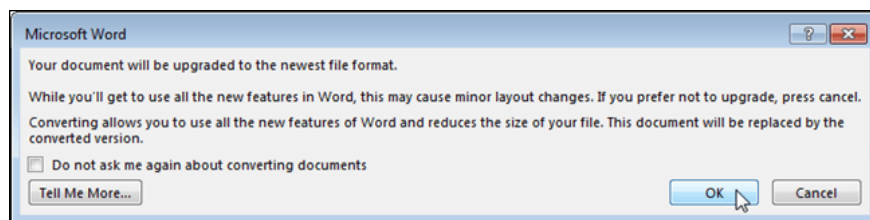
Then click on the **File** tab .



On the **Info** screen, click on **Convert** and then select **Compatibility Mode** .



A warning dialog will appear on the screen warning that your document file will be upgraded to the latest version . Click **OK** to convert your document file. Or if you don't want to convert, you can click on **Cancel**.



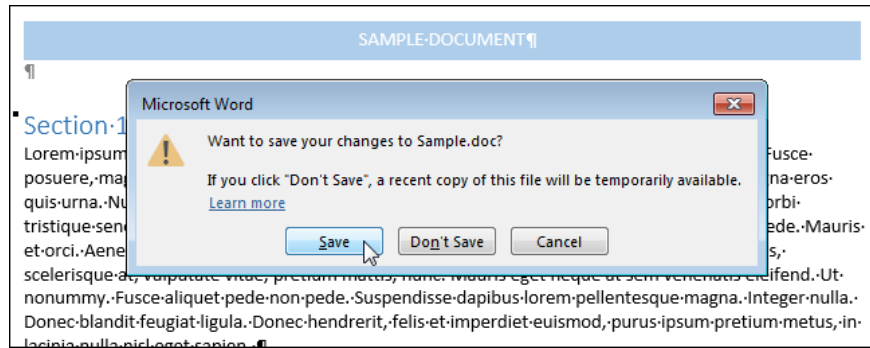
Note :

If you don't want to be asked after each file conversion, check ' **Do not ask me again about converting documents**' in the check box.

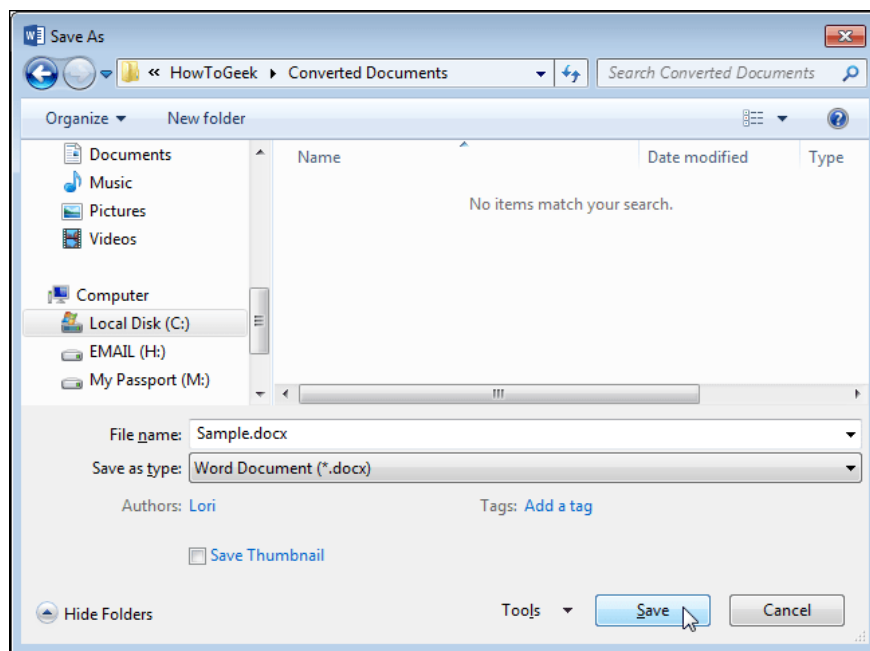
When converting documents, the **.doc** extension will not change to **.docx** at that time. However, after you save the document, the **.docx** extension will automatically be added to your document replacing the **.doc** extension.

If after the conversion is complete and you do not save the document and close the **Word** window, will you be asked if you want to save the changes? Click **Save** to save the changes. Now the extension of the document is

converted to **.docx** .



Alternatively, you can save the document by clicking the **File** tab, selecting **Save As** . At this time, the **Save As** dialog box will appear.



You can name the new document the same as the original document, but the extension of the new document file is **.docx now** . Next, choose the location where you want to save the document. And click **Save** .

Explore more:

1. **8 tips or handling columns in Microsoft Word**
2. **Quickly manipulate text with common shortcuts**

3. More than 60 shortcuts can not be unknown to Windows users

Good luck!

You finished reading the article "**Instructions to convert doc doc to docx**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.
