Lesson 20 Compatibility Mode

Compatibility Mode.

When opening a document created in previous version of Word the word version that you are using other than what might have been used before will begin operating in Compatibility Mode. At the top of the window, the words (Compatibility Mode) will be displayed next to the name of the document.

Compatibility Mode means that some of the newer features of Word 2020 ,2016 etc will not be available to you because the document was created with an earlier version of Word. If you save the document as a Word2020,2016, 2013 document you will exit Compatibility Mode and all the new features will be available to you. The following explains how to save a document so you can exit Compatibility Mode.

1. Click **File** tab.



2. In the *Backstage View,* click **Info.**

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3. Click **Convert.**



4. In the *confirm* your conversion dialog box, click the **OK** button.



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5. The document will be converted to a Word 2020,2016 or what version you are using.

Questions.

1. What steps would you take in this situation should you come in line with it?

2. Do you think this is important to know?

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