When you open a document in Microsoft Office Word 2007 that was created in Microsoft Office Word 2003, Word 2002, or Word 2000, Compatibility Mode is turned on, and you see **Compatibility Mode** in the title bar of the document window. Compatibility Mode ensures that no new or enhanced features in Office Word 2007 are available while you are working with a document, so that people who are using previous versions of Word will have full editing capabilities.

You can work in Compatibility Mode or you can convert your document to the Office Word 2007 file format. Converting your document allows you to access the new and enhanced features in Office Word 2007. However, people who are using previous versions of Word may be prevented from or have difficulty editing certain portions of the document that were created by using new or enhanced features in Office Word 2007.