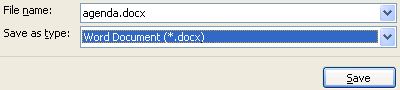
1. **\*Save publications in PDF format or XPS format**
2. You can save your publications as Portable Document Format (PDF) files and XML Paper Specification (XPS) files and share them as read-only publications. This makes it easy to share your publications with customers, colleagues, or family members who do not have Publisher installed on their computers.
3. **Important**  You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in. For more information, see [Enable support for other file formats, such as PDF and XPS](http://office.microsoft.com/search/redir.aspx?AssetID=HA101675271033&CTT=5&Origin=1033).
4. There are many situations where it is useful to save your file in a fixed-layout format that is easy to share and print and hard to modify. Examples of these situations include resumes, legal documents, newsletters, and any other file that is intended to be primarily read and printed. The 2007 Microsoft Office system offers a free add-in to save or export this type of file, but you must first install the add-in before you can use it. Other third-party products may also be available to export a Microsoft Office file into a fixed-layout document.
5. **Portable Document Format (PDF)**   PDF is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The PDF format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed. The PDF format is also useful for documents that will be reproduced by using commercial printing methods.
6. **XML Paper Specification (XPS)**   XPS is a fixed-layout electronic file format that preserves document formatting and enables file sharing. The XPS format ensures that when the file is viewed online or printed, it retains exactly the format that you intended, and that data in the file cannot be easily changed.
7. By default, documents, worksheets, and presentations that you create in the 2007 Office release are saved in XML format with new file name extensions that add an "x" or an "m" to the file name extensions that you are already familiar with. The "x" signifies an XML file that has no macros, and the "m" signifies an XML file that does contain macros. For example, when you save a document in Word, the file now uses the .docx file name extension by default, rather than the .doc file name extension.
8. 
9. When you save a file as a template, you see the same sort of change. The template extension used in earlier versions is there, but it now has an "x" or an "m" on the end. If your file contains code or macros, you must save it by using the new macro-enabled XML file format, which adds an "m" for macro to the file extension.
10. The following tables list all of the default file extensions in Office Word 2007, Office Excel 2007, and Office PowerPoint 2007.
11. **Word**

|  |  |
| --- | --- |
| **XML file type** | **Extension** |
| Document | .docx |
| Macro-enabled document | .docm |
| Template | .dotx |
| Macro-enabled template | .dotm |

1. **Excel**

|  |  |
| --- | --- |
| **XML file type** | **Extension** |
| Workbook | .xlsx |
| Macro-enabled workbook | .xlsm |
| Template | .xltx |
| Macro-enabled template | .xltm |
| Non-XML binary workbook | .xlsb |
| Macro-enabled add-in | .xlam |

1. **PowerPoint**

|  |  |
| --- | --- |
| **XML file type** | **Extension** |
| Presentation | .pptx |
| Macro-enabled presentation | .pptm |
| Template | .potx |
| Macro-enabled template | .potm |
| Macro-enabled add-in | .ppam |
| Show | .ppsx |
| Macro-enabled show | .ppsm |
| Slide | .sldx |
| Macro-enabled slide | .sldm |
| Office theme | .thmx |

1. Top of Page [Top of Page](http://office.microsoft.com/en-us/help/HA100069351033.aspx#backtotop)
2. **Can different versions of Office share the same files?**
3. The 2007 Office release allows you to save files in the new Office XML Formats and in the binary file format of earlier versions of Office. The 2007 Office release includes both compatibility checkers and file converters to facilitate file-sharing between different versions of Office.