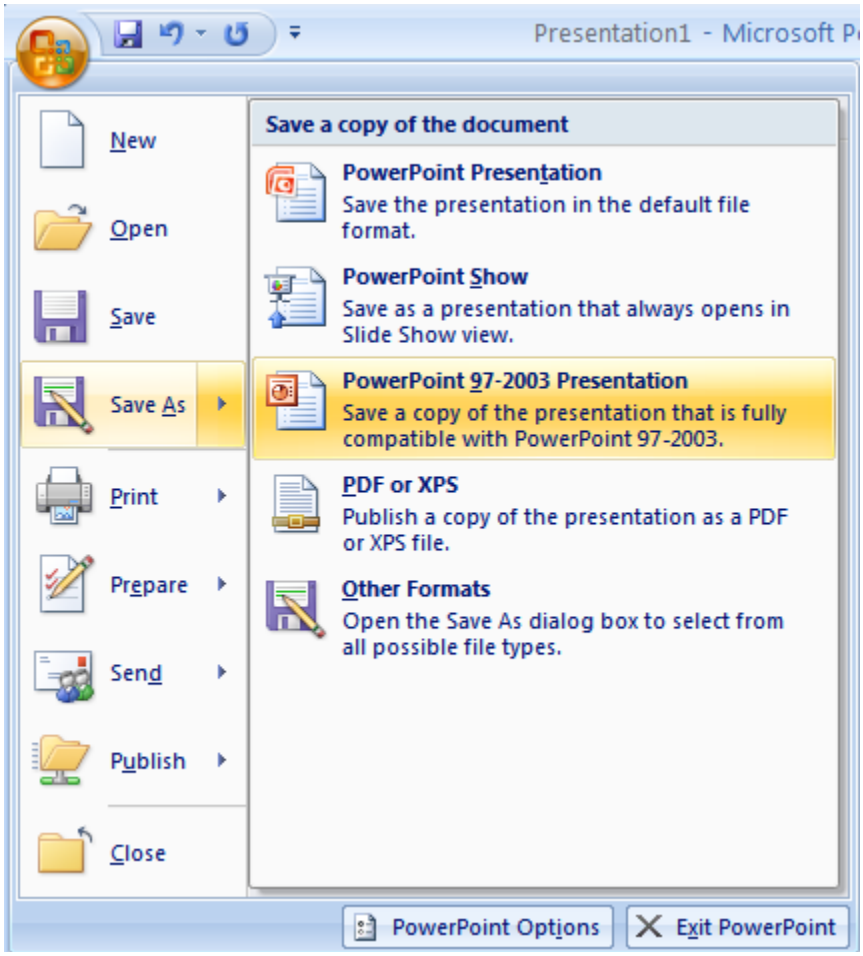How to make a Microsoft Office documents backwards compatible with Office 97-2003