



For users running Microsoft Windows Vista and Microsoft Office 2007, please follow these instructions when saving your document, to be sure it will be formatted correctly for e-filing:

Note: The File menu has been replaced with the **Microsoft Office Button** 

1. Open your document in Microsoft Office 2007.
2. Click the **Microsoft Office Button** , and then click **Save As**.
3. Select **Word 97-2003 Document** in the **Save as type** list.
4. In the **File name** box, type a name for the document.
5. Click **Save**.