











## How to work with people who don't have Visio 2013

Here are some of the things to keep in mind when sharing or exchanging files with people who are using an older version of Visio.

In Visio 2013	What happens?	What should I do?
<b>You open a document that was created with Visio 2010.</b>	The file opens in Compatibility Mode, which turns off features of Visio 2013 that would cause problems in earlier versions.	If you don't think the file will be viewed with older versions, save it as a Visio 2013 drawing. Or, you can convert it to the new format by clicking <b>File &gt; Info &gt; Convert</b> . If this command is not available, then you don't need to convert the file.
<b>You save your document as a Visio 2013 file.</b>	You will have no compatibility issues opening or saving the file. People with older versions of Visio will not be able to open the file, since the file format used in Visio 2013 is not compatible with Visio 2010 or earlier versions.	If people will be opening the drawing with an older version of Visio, save it as the earlier file type. Click <b>File &gt; Save As</b> . Next, choose the location that you want to save to and then, in the <b>Save as type</b> list, choose <b>Visio 2003-2010 Drawing</b> .
<b>You save your document as a Visio 2010 file.</b>	When you save the drawing in an older format, the Compatibility Checker appears and shows a list of potential problems. This usually refers to Visio 2013 features in the drawing that aren't there or won't work in earlier versions.	The Compatibility Checker explains what changes will be made to the drawing when it's saved in the older file format. Cancel the "Save As" if you don't want to make those changes. Otherwise, Visio 2013 automatically makes the changes and you see the revised drawing when the save is complete.