

## Changes Regarding Microsoft File Formats

Attachments containing files in old Office formats (such as .xls, .doc, and .ppt) are regularly used to circulate macro malware via e-mail.

To minimize the danger posed by these document types, metabion will no longer accept this kind of files submitted via e-mail or our **Web Order Portal (WOP)** as of **01.08.2020**.

The sender will receive a notification with the subject "undelivered mail returned to sender" for blocked e-mails containing documents/files in an old Office format. Since this is a safety & security precaution, unfortunately there is no exception possible.

Using current formats, such as .xlsx, .docx, .pptx, (see table below) will help you and your communication partner to keep electronic data interchange and processing systems safe and secure.

### How can you recognize old formats?

Right click on the file you want to check and choose "**Properties**". You will find the format with its extensions under "**General/Type of file**".

Old extensions	Old format	New extensions	New format
.doc	Word 97-2003-document	.docx	Word document
.dot	Word 97-2003-template	.dotx	Word template
.xls	Excel 97-Excel 2003-worksheet	.xlsx	Excel worksheet
.xlt	Excel 97-Excel 2003-template	.xltx	Excel template
.ppt	PowerPoint 97-2003-presentation	.pptx	PowerPoint presentation
.pps	PowerPoint 97-2003-presentation	.ppsx	PowerPoint presentation
.pot	PowerPoint 97-2003-template	.potx	PowerPoint template

### How can you convert files to newer formats?

Open the file in a recent Office program (e.g. Word 2016) and save the file in a newer format. For this go to "**File**" -> "**Save as**" and choose the newer format from the "**Save as type**" dropdown menu.

You can download our order forms in the new format from our website under the section "**Knowledge-hub/Downloads**" <http://www.metabion.com/knowledge-hub/downloads/order-forms>.

Thank you for your cooperation

Your metabion team