



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

March 31, 2009

## CIRCULAR LETTER 2009-08

### ILLINOIS DEPARTMENT OF TRANSPORTATION (IDOT) FORMS

COUNTY ENGINEERS/SUPERINTENDENTS OF HIGHWAYS  
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS/MAYORS  
CONSULTING ENGINEERS

Beginning Wednesday April 15, 2009 the Illinois Department of Transportation will begin posting all business forms developed using Microsoft Word and/or Microsoft Excel in the 2007 format.

To open Microsoft Office Word 2007 .docx or .docm files with Microsoft Office Word 2003, Word 2002, or Word 2000, you need to install the [Microsoft Office Compatibility Pack for 2007 Office Word, Excel and PowerPoint File Formats](#) and any necessary Office updates. By using the Compatibility Pack for the 2007 Office system, you can open, edit some items, and save Office Word 2007 documents in previous versions of Word.

If you have questions regarding this conversion, please e-mail Rhonda Leinberger, Local Agency Systems and Services Manager, at [Rhonda.Leinberger@illinois.gov](mailto:Rhonda.Leinberger@illinois.gov).

Sincerely,

A handwritten signature in cursive script that reads "Darrell Lewis".

Darrell W. Lewis, P.E.  
Acting Engineer of Local Roads and Streets