

How to Save an MXD to an Older Version

If a user is sharing an mxd with others using an older version of the ArcGIS Desktop software, the mxd will need to be **saved back to the older version**. Users using the new LOJIC Virtual Network built in the VMware Horizon environment are utilizing ArcGIS Desktop 10.6.1 while users using the older LOJIC Virtual Network built in the Citrix environment are utilizing ArcGIS Desktop 10.2.1.

Therefore if you are using ArcGIS Desktop 10.6.1 and need to share any mxd that is used by both ArcGIS Desktop 10.6.1 and 10.2.1 users, **it will need to be saved as an ArcMap 10.2 document**.

Go to the **File>Save A Copy** to open the Save a Copy window. Navigate to where it needs to be saved. In the **Save as type:** pulldown select **ArcMap 10.1 and 10.2 Documents**.

The ArcGIS Desktop 10.6.1 version can open older versions.

