

MICROSOFT WORD



Saving and Sharing Documents

Contents

- Introduction
 - Using Save As to make a copy
 - To change the default save location
- AutoRecover
 - To use AutoRecover
- Exporting Documents
 - To export a document as a PDF file
 - To export a document to other file types
- Sharing Documents
 - To share a document
- Practice

Introduction

- ▶ When you create a new document in Word, you'll need to know how to **save** it so you can access and edit it later. As with previous versions of Word, you can save files to your **computer**. If you prefer, you can also save files to **the cloud** using **OneDrive**. You can even **export** and **share** documents directly from Word.

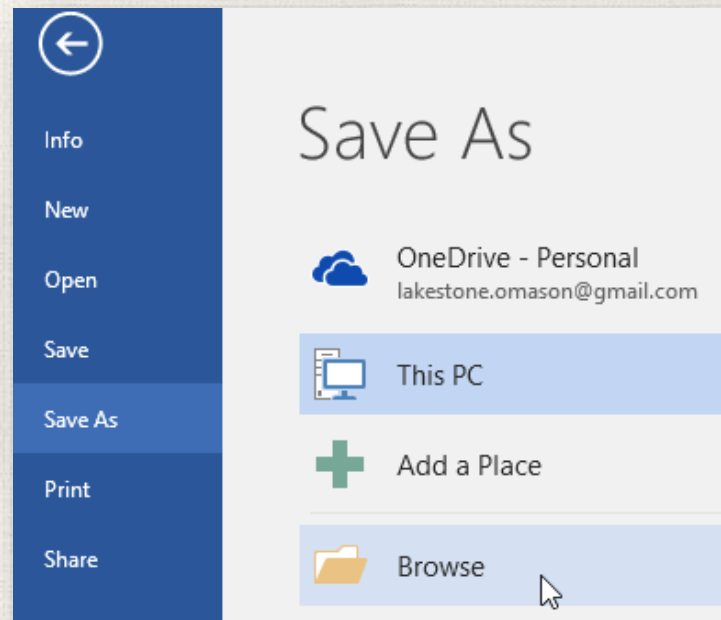
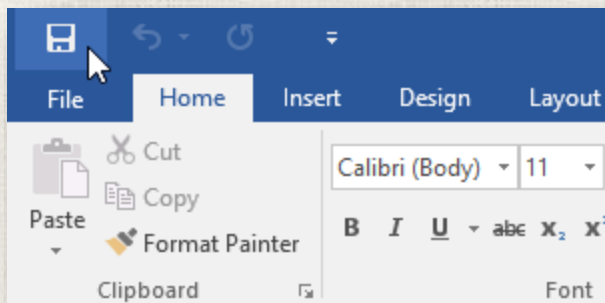
Save and Save As

Word offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences.

- ➔ **Save:** When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.
- ➔ **Save As:** You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

Saving a document

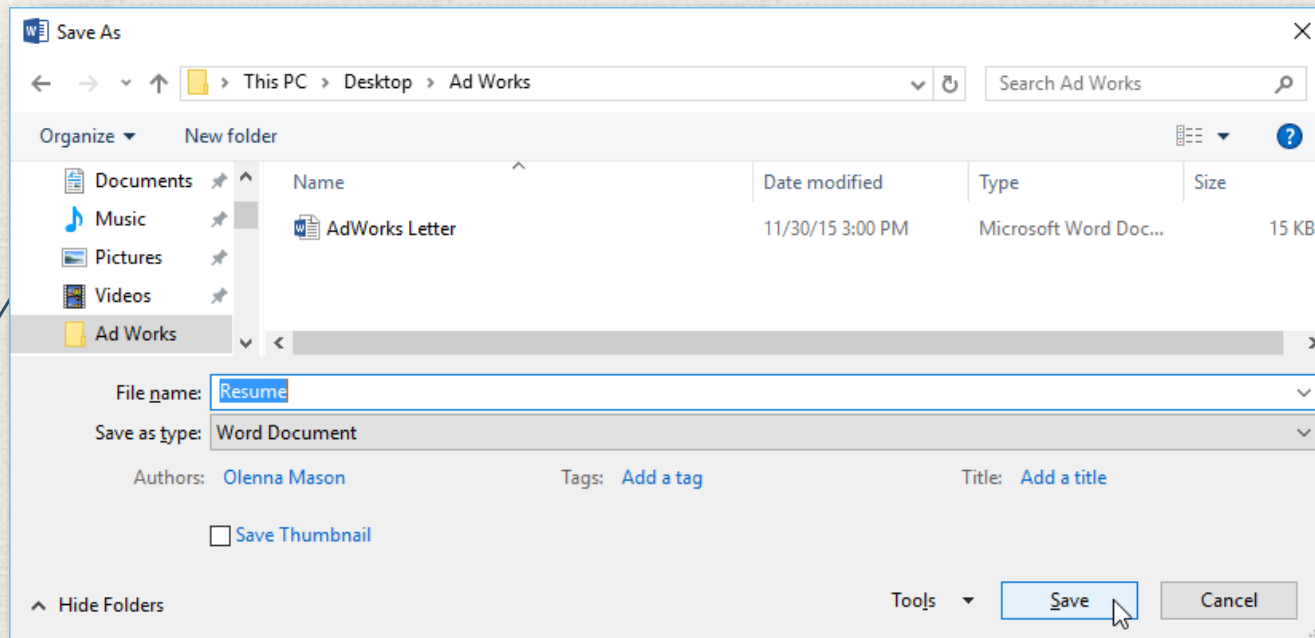
1. Locate and select the **Save** command on the **Quick Access Toolbar**.
2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. Click **Browse** to select a location on your computer. Alternatively, you can click **OneDrive** to save the file to your OneDrive.



6

Saving a document

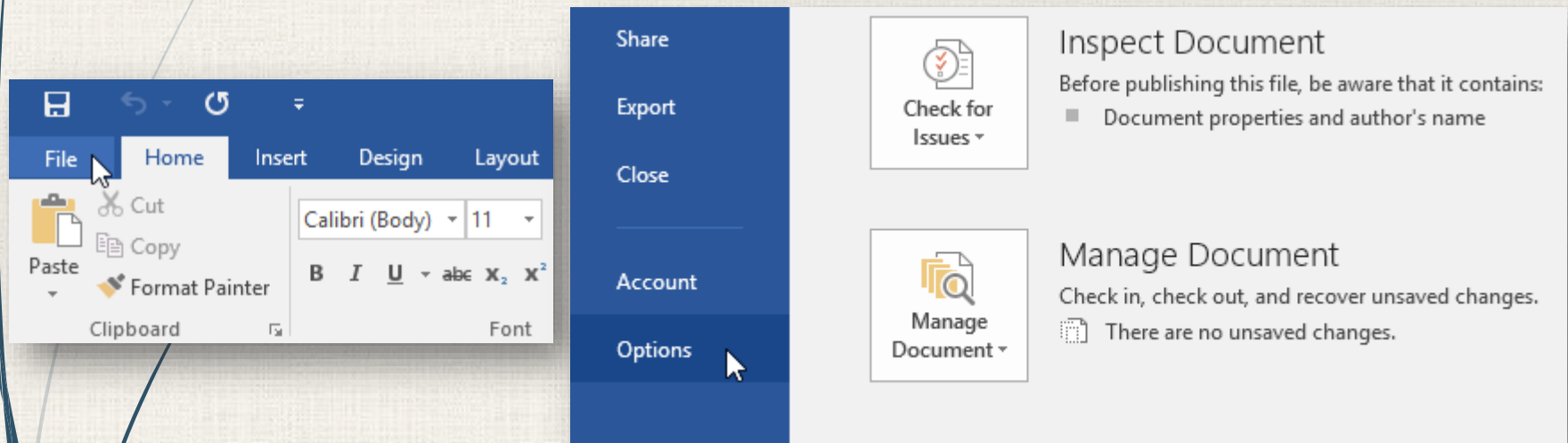
4. The **Save As** dialog box will appear. Select the **location** where you want to save the document.
5. Enter a **file name** for the document, then click **Save**.



You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

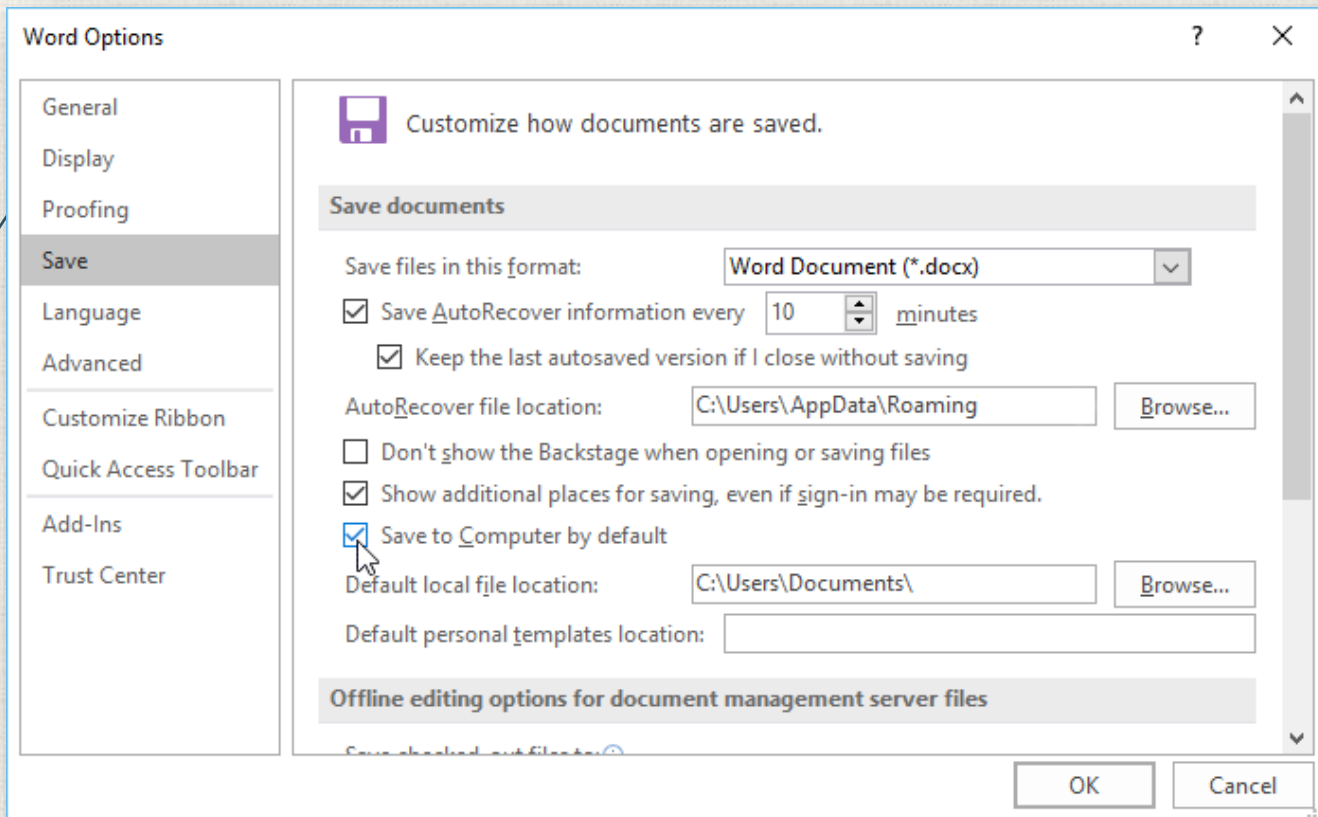
Changing default save location

1. Click the **File** tab to access **Backstage view**.
2. Click **Options**.



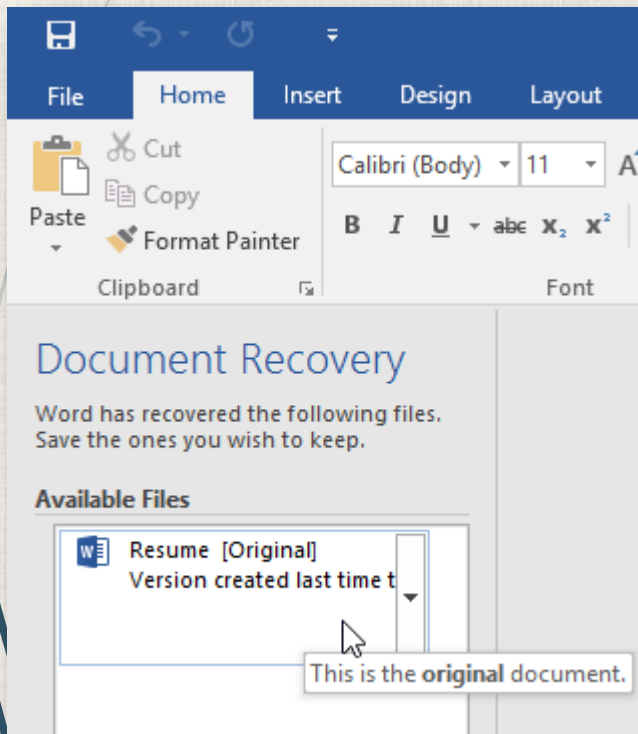
Changing default save location

3. The **Word Options** dialog box will appear. Select **Save** on the left, **check the box** next to **Save to Computer by default**, then click **OK**. The default save location will be changed.



AutoRecover

- Word automatically saves your documents to a temporary folder while you are working on them. If you forget to save your changes or if Word crashes, you can restore the file using **AutoRecover**.

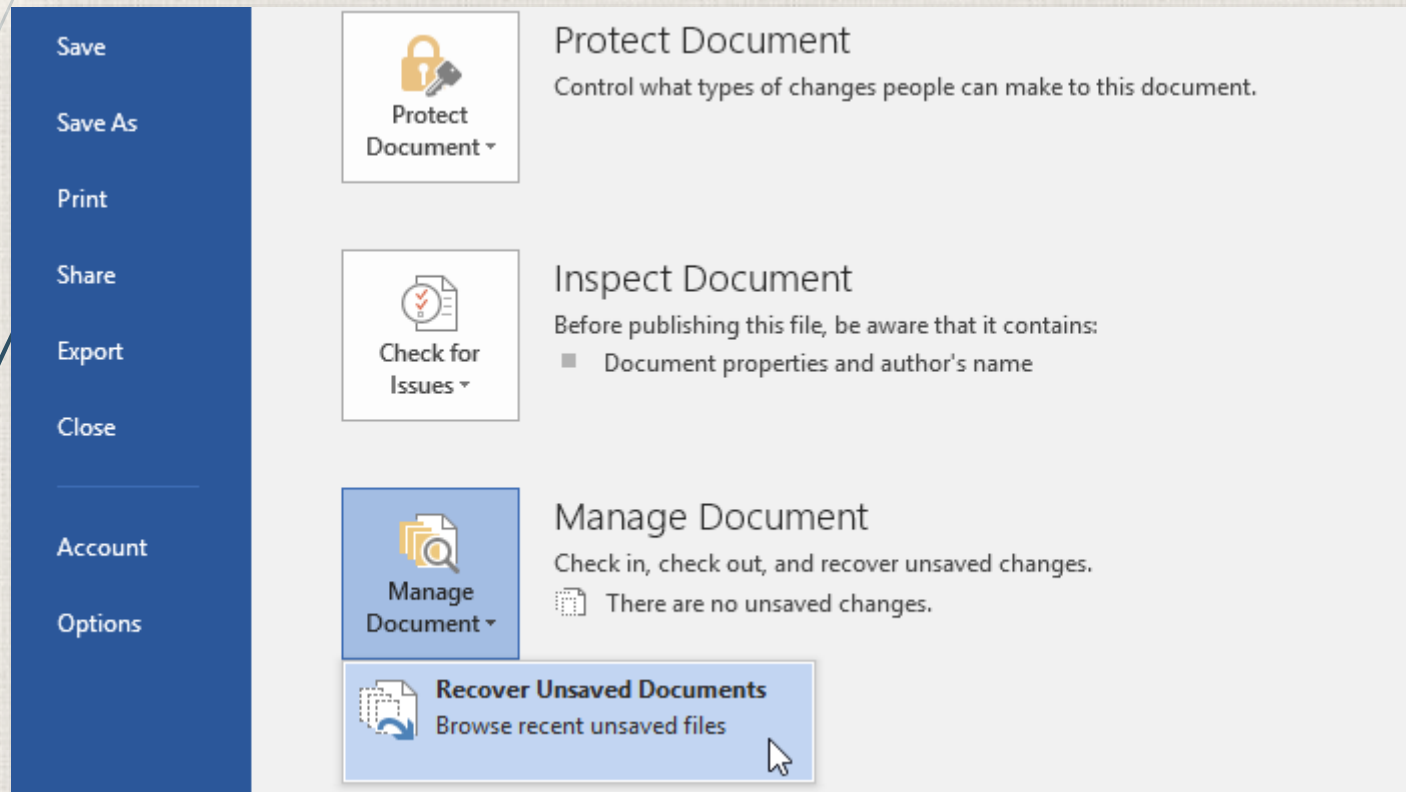


1. Open Word. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear on the left.
2. Click to **open** an available file. The document will be **recovered**.

By default, Word autosaves every 10 minutes. If you are editing a document for less than 10 minutes, Word may not create an autosaved version.

AutoRecover

- If you don't see the file you need, you can browse all autosaved files from **Backstage view**. Select the **File** tab, click **Manage Versions**, then choose **Recover Unsaved Documents**.



Exporting Documents

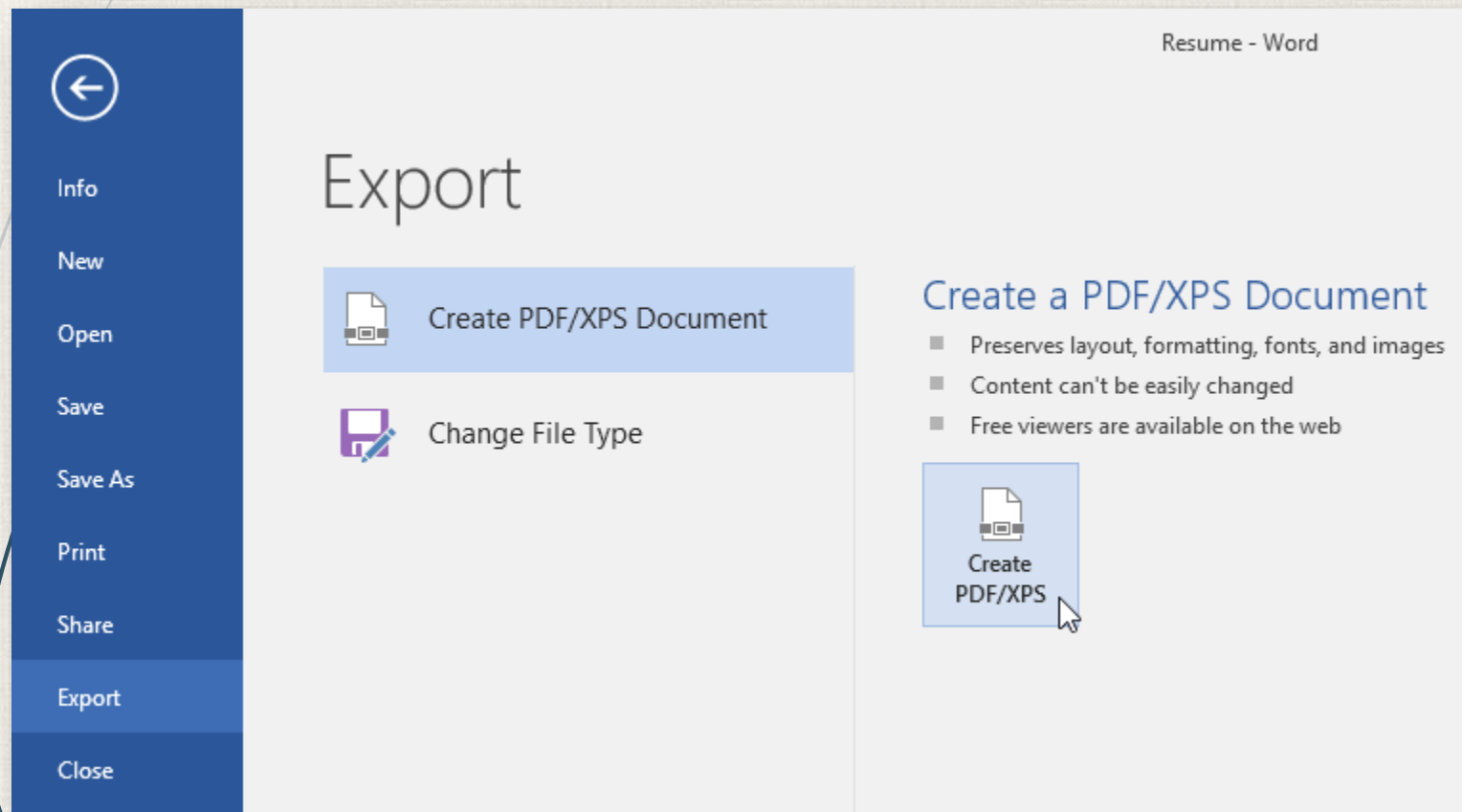
- ▶ By default, Word documents are saved in the **.docx** file type. However, there may be times when you need to use **another file type**, such as a **PDF** or **Word 97-2003 document**. It's easy to **export** your document from Word to a variety of file types.

Exporting a Document as PDF

- ▶ Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

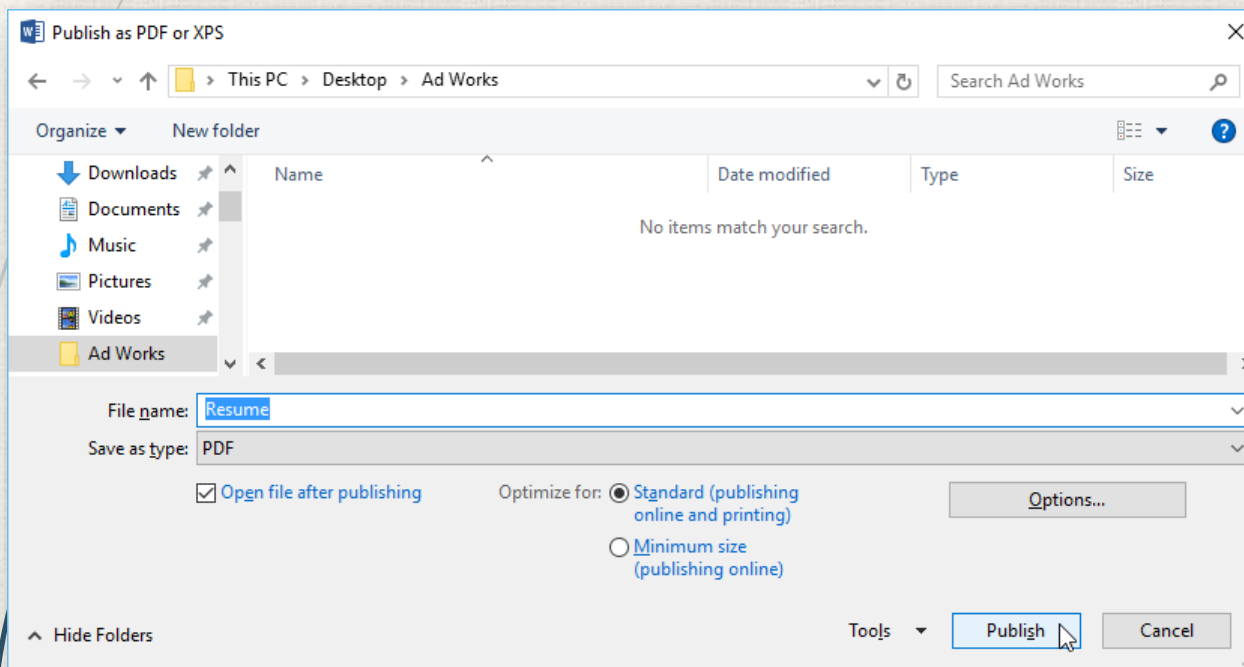
Exporting a Document as PDF

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Create PDF/XPS**.



Exporting a Document as PDF

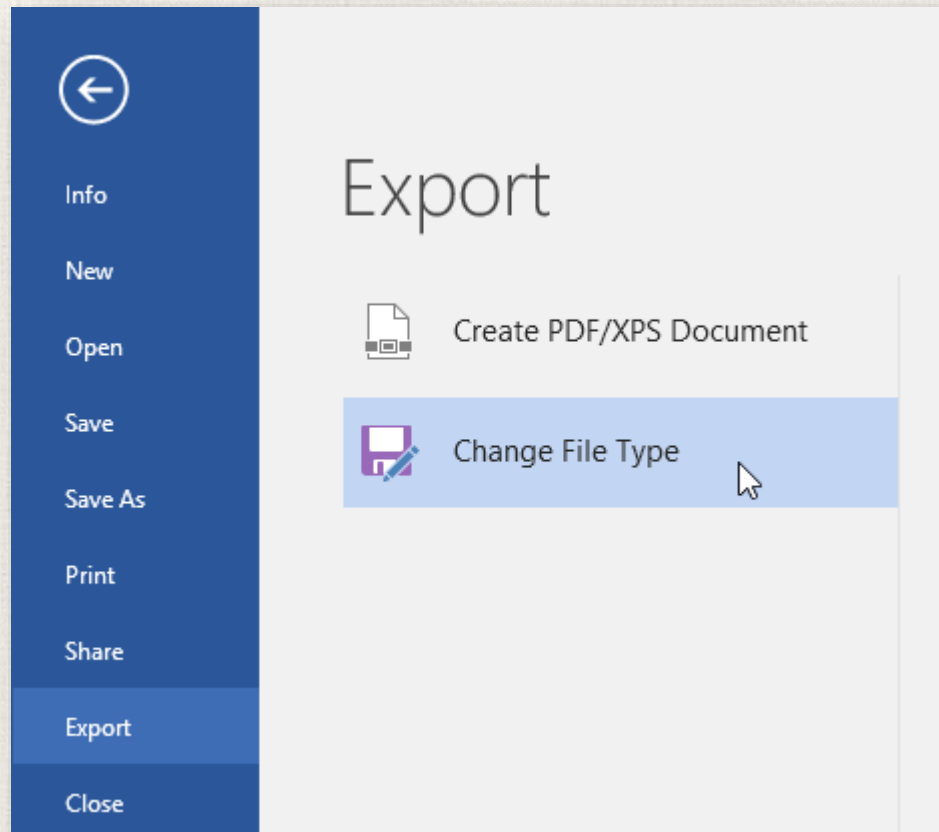
2. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Publish**.



If you need to edit a PDF file, Word allows you to convert a PDF file into an editable document.

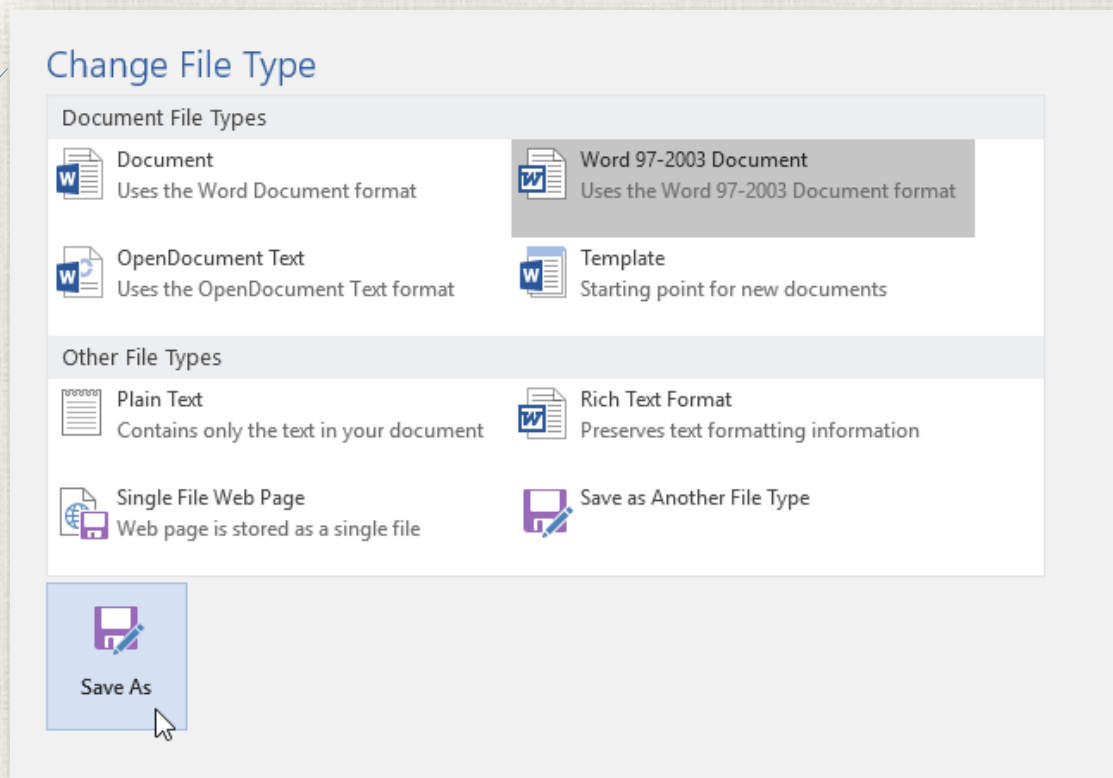
Exporting a Document to other files types

1. Click the **File** tab to access **Backstage view**, choose **Export**, then select **Change File Type**.



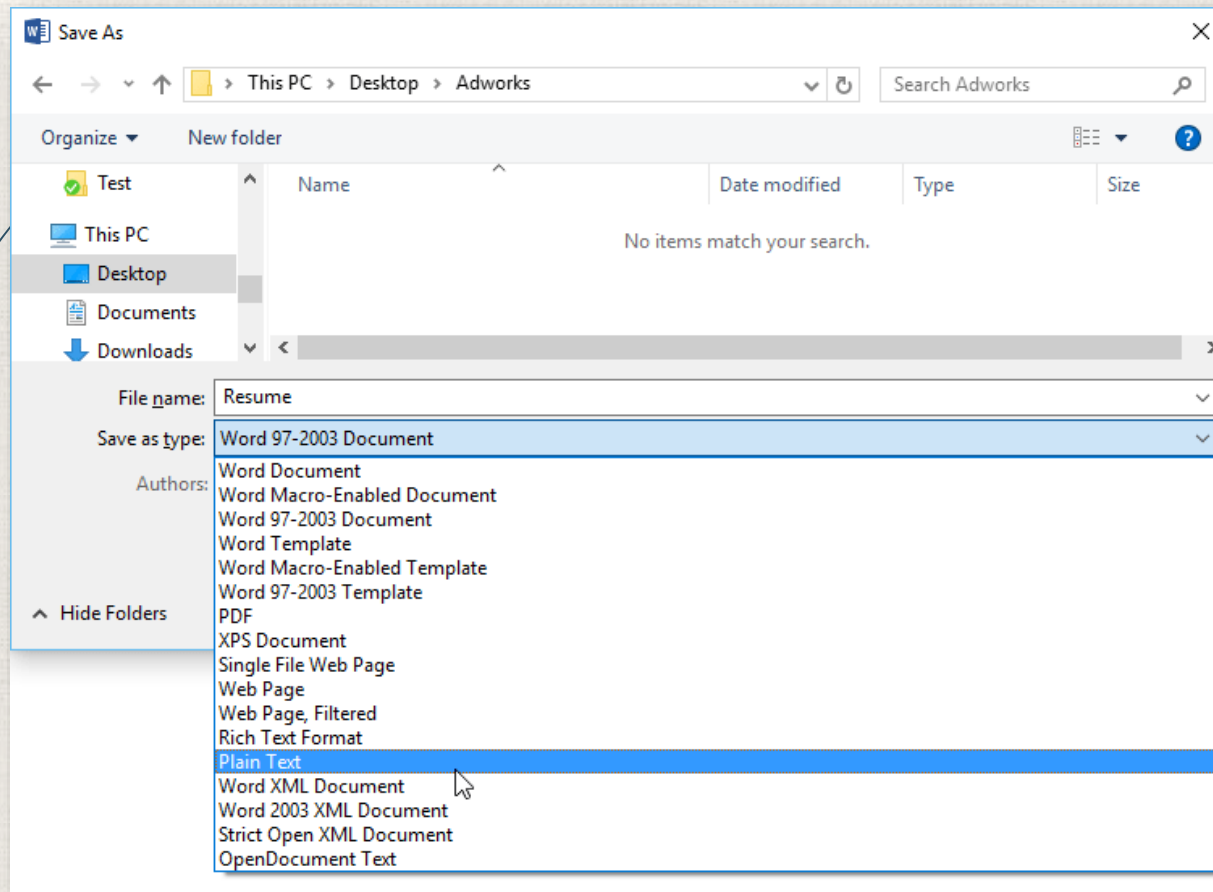
Exporting a Document to other files types

2. Select a **file type**, then click **Save As**.
3. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.



Exporting a Document to other files types

- You can also use the **Save as type** drop-down menu in the **Save As** dialog box to save documents to a variety of file types.

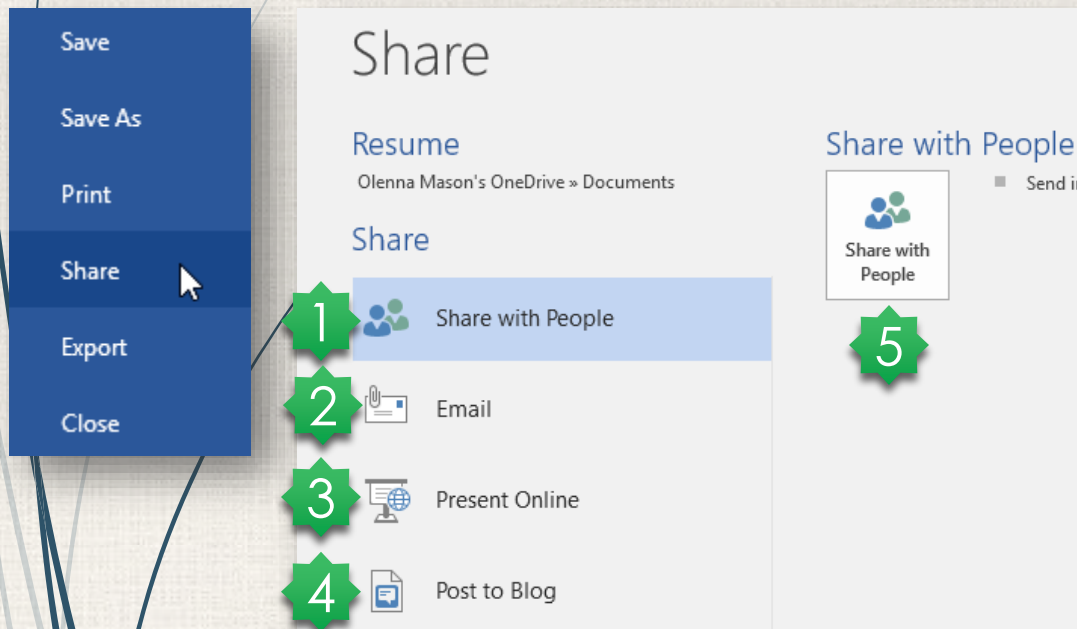


Sharing Documents

- Word makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.
- When you share a document from Word, you're actually giving others access to the **exact same file**. This lets you and the people you share with **edit the same document** without having to keep track of multiple versions.

Sharing a document

1. Click the **File** tab to access **Backstage view**, then click **Share**.
2. The **Share** pane will appear.



1 From here, you'll be able to **invite others** to view or edit a document. We recommend using this option because it gives you the greatest level of control and privacy when sharing a document.

2 From here, you can share your document directly through **Microsoft Outlook**.

3 From here, you can share your document online as a **live presentation**. Word will **generate a link** that others can open in their web browser.

4 From here, you can use Word to post entries directly to your **blog** if you use one of the supported blogging sites such as SharePoint Blog, WordPress, or Blogger.

5 This pane will change depending on which sharing method you select. You'll be able to choose various options to control how you share your presentation.

Practice

- ▶ Open our **practice document**.
- ▶ Use **Save As** to create a copy of the document. Name the new copy **Saving Challenge Practice**. You can save it to a folder on your computer or to your **OneDrive**.
- ▶ Export your document as a **PDF**.

The image features a light beige background with a fine, woven texture. On the left side, there are several thin, dark blue lines that curve upwards and outwards, resembling stylized grass or reeds. The text 'THE END' is centered in a bold, dark blue, sans-serif font. The letters have a slight 3D effect with a shadow on the right side. Below the text is a faint, light blue reflection of the words.

THE END

THE END