SAVE DOCUMENTS

Two features within the Word program can be used to save documents; Save and Save As. The Save feature when accessed the first time, opens the Save As window in Backstage View. When this button is clicked the second time, the current version of the document replaces the older version. The Save As feature always opens the Save As window. When the Save As feature is used, it is possible to change the name of a document or to save the document to a different folder.

✛ Click the **File Tab**.
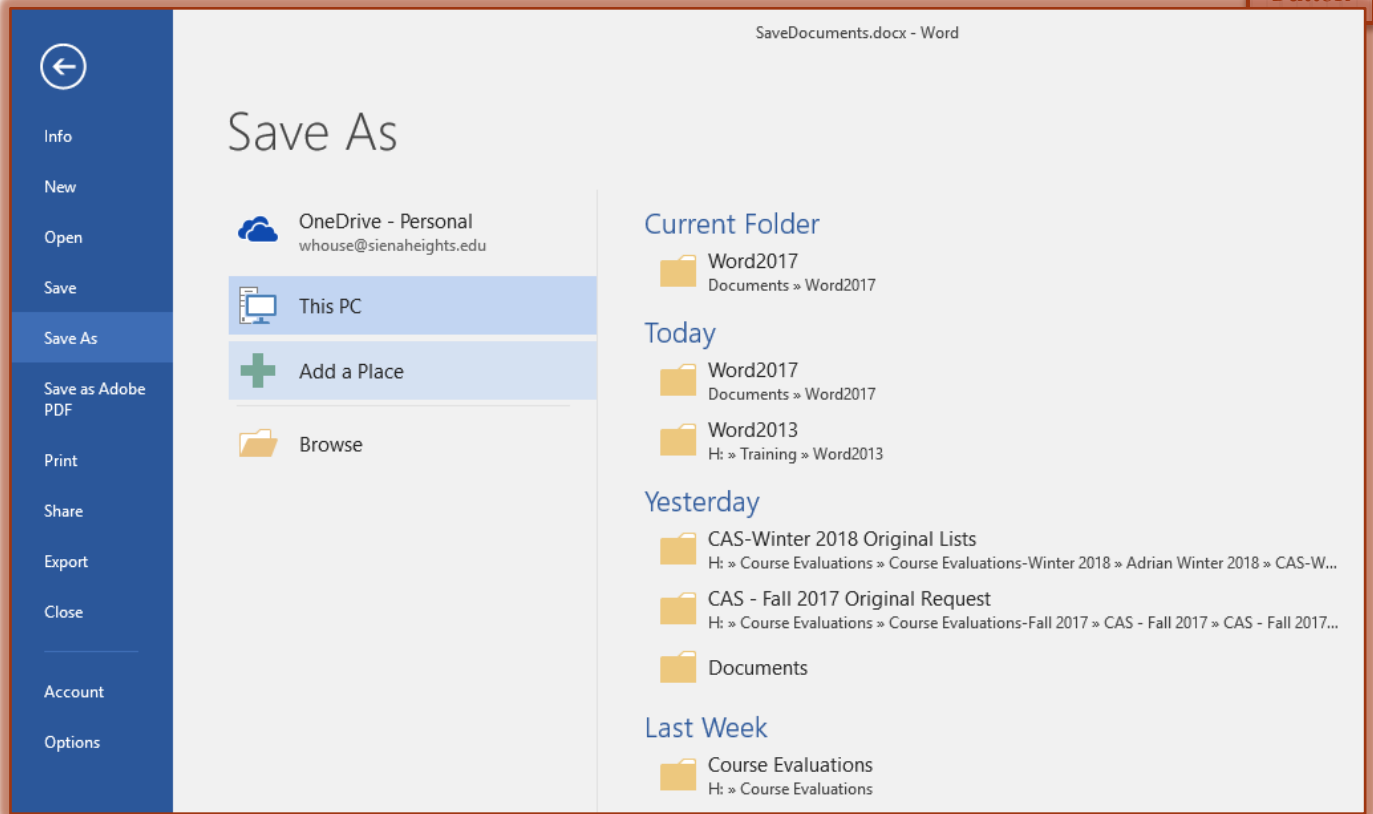
✛ Click the **Save** or **Save As** link.

<center>or</center>

✛ Click the **Save** button on the **Quick Access Toolbar**.

✛ The **Save As** window will display.

✛ Select the location for storing the document.

Save Button

✛ The options are:
  ✿ **This PC** – This will display recent folders from which documents have been opened. Click the folder to open it.
 ✿ **Add a Place** – To add another location to the list, click this option.
  ✿ **Browse** – Select this option to browse for other folders to which you have access.

✛ The **Save As** dialog box will display.

✛ In the **File Name** box, input a name for the document (see illustration on next page).
  ✿ The name should be something that explains what the document is about.
  ✿ It is not a good idea to save the document with the default name of doc_.
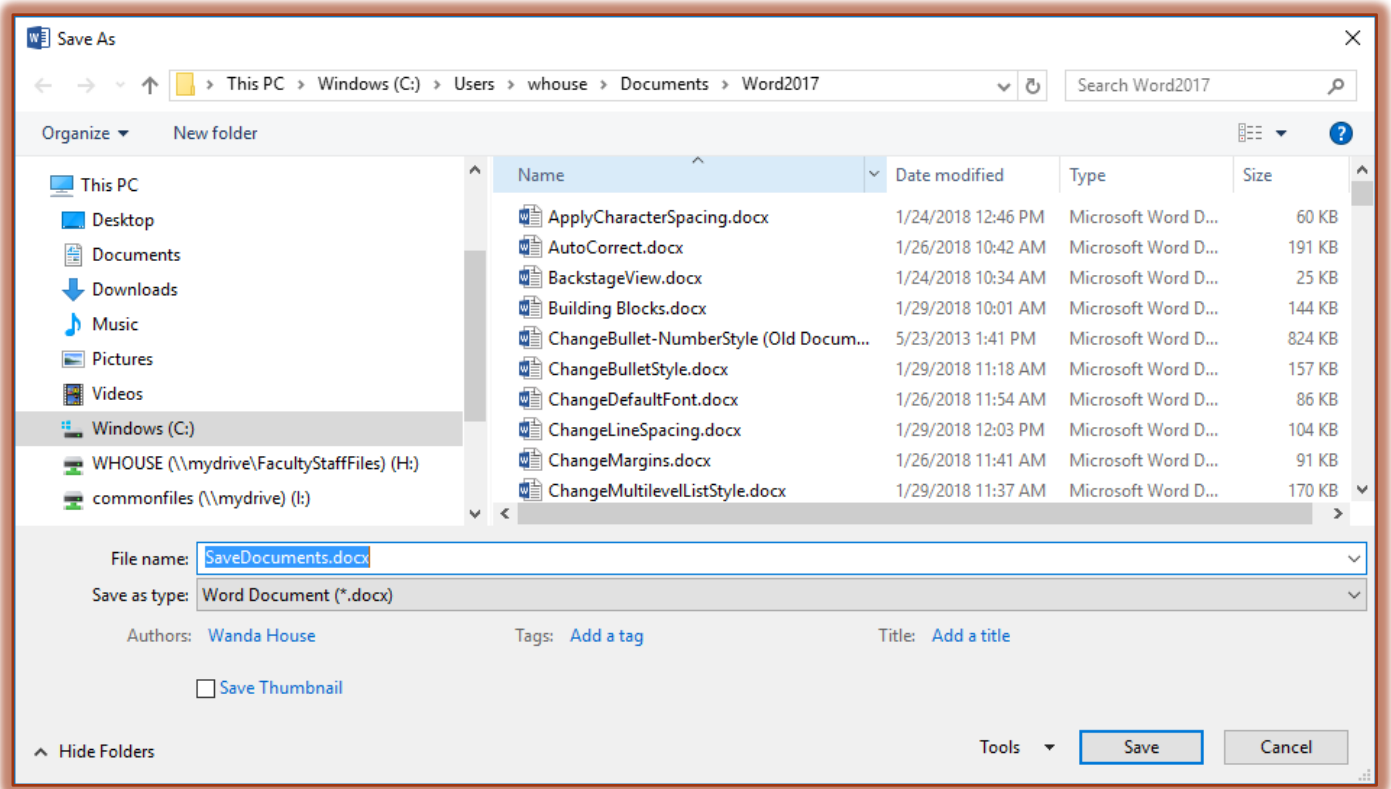
✠ The default **Save as type** is **Word Document** in **.docx** format.
  ⚙ To change the default **Save as type**, click the list arrow and choose from the list.
  ⚙ Remember, that documents saved as.**docx** files cannot be opened in versions earlier than Word 2007.
  ⚙ The document has to be saved in the **.doc (Office 97-2003)** format when the document has to be read in versions earlier than Word 2007.

NOTE: After a document has been saved the first time, clicking the **Save** link under the **File Tab** will automatically replace the previous version of the document.

NOTE: The **Save** button on the **Quick Access Toolbar** can also be used to save a document. If a document has not been saved for the first time, clicking this button will open the Save As dialog box. After the document has been saved the first time, clicking the Save button will replace the older version of the document.