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/ En / Word2016 / Creation-e-Opening-Documents / Contents / Introduction When creating a new document in Word, you will need to know how to save it so you can log in and change it later. As with previous words of Word, you can save files on your computer. If you prefer, you can also save the files on the cloud using OneDrive. You can also export and share documents directly from the word. Watch the video below to learn how to save and share word documents. The word offers two ways to save a file: save and save how. These options work similarly, with some important differences. Save: When you create or change a document, you will use the Save command to save the changes. You will use this command most of the time. When you save a file, you need only one file name and a location first. After that, you can click on the Save command to save it with the same name and position. Save as: You will use this command to create a copy of a document while maintaining the original. When you use Save As, you need to choose a different name and / or location for the copied version. About OneDrive Most features in Microsoft Office, including the word, are oriented to save and share online documents. This is done with OneDrive, which is an online storage space for documents and files. If you want to use ONEDRIVE, make sure you have made the word with your Microsoft account. Review our lesson on the understanding of OneDrive to learn more. It is important to save the document whenever you start a new project or make changes to an existing one. Save money soon and can often prevent your work from being lost. You will also need to pay close attention to where the document saves so that it will be easy to find later. Locate and select the Save command in the Quick Access Toolbar. If you are saving the file for the first time, the Save box as will appear in the Backstage view. You will then have 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 on OneDrive to save the file in your Save As dialog box. Select the location where you want to save the document. A file name for the document, then click Save. The document will be saved. You can click on the Save again command to save the changes while changing the document. You can also access the Save command by pressing Ctrl + S on the keyboard. Using Save as to create a copy if you want to save a different version of a document while maintaining the original, you can create a copy. For example, if you have a file called sales report, you can save it as a sales report 2, then Able to change the new file and return to the original version. To do what you will click the Save as in the Backstage view. Just like when you save a file for the first time, you will need to choose where to save the file and give a new file name. To change the default save position: if you don't want to use Onedrive, you could be frustrated frustrated is selected as default location when saving. If you find this inconvenience, you can change the default save location so that This PC is selected by default. Click the File tab to access the Backstage view. Click Options. The Word Options dialog will be displayed. Select Save on the left, check the box next to Save computer by default, and then click OK. The default save location will be changed. AutoRecover Word automatically saves documents to a temporary folder while you are working on them. If you forget to save the changes or if Word crashes, you can restore the file using AutoRecover. To use AutoRecover: Open Word. If you find self-soldered versions of a file, the Document Recovery Panel will appear on the left. Click to open an available file. The document will be recovered. By default, Word automates every 10 minutes. If you are editing a document for less than 10 minutes, Word cannot create an automatic version. If you don't see the file you need, you can browse all the automatically saved files from the Backstage view. Select the File tab, click Manage Versions, and then choose Recover Unsaved Documents. Export 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 document or Word 97-2003. It is easy to export the document from Word to a variety of file types. To export a document as a PDF file: Exporting the document as an Adobe Acrobat document, commonly known as a PDF file, can be especially useful if you are sharing a document with someone who does not have Word. A PDF file allows recipients to view, but not edit, the content of the document. Click the File tab to access the Backstage view, choose Export, and then select Create PDF/XPS. The Savings How the dialog box will be displayed. Select the location where you want to export the document, enter a filename, and then click Publish. If you need to edit a PDF file, Word allows you to convert a PDF file into an editable document. Read our guide on Editing PDF files for more information. To export a document to other file types: You may also find it helpful to export the document to other file types, such as a 97-2003 word document if you need to share it with people using an older version of Word or as a .txt file if you need an unencrypted version of the document. Click the File tab to access the Backstage view, choose Export, then select Edit file. Select a file type, then click Save As. The Save as the dialog box will be displayed. Select the location where you want to export the document, enter a file name, then click Save. You can also use the Save as a Type drop-down menu in the Save As dialog box to save documents in a variety of file types. 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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 highest level of control and privacy While sharing a document. From here, you can share the document directly via Microsoft Outlook from here, you can share your document online as a live presentation. The word will generate a link that others can open in their Web browser. From here, you can use Word to Post Entries directly on your blog if you use one of the supported blog sites like SharePoint Blog, WordPress or Blogger. Challenge! Open our application document. Use Save to create a copy of the document. Assign a name to the new copy saving practice. You can save it to a folder on your computer or on your OneDrive. 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Since the document does not yet have a name or location, Save as a screen. Choose a location to save the file to: Onedrive, a cloud storage folder accessible to all computers and mobile devices you have connected to your Office 365 account. A SharePoint site, if the part of an organization that uses it. Select this PC to save the file locally to the document folder. Click Browse to open a dialog box, where where Can browse the folders, drives and network actions of the computer. Enter a file name. Click Save. The file is saved and can be safely closed for you to reopen later. Press Ctrl + S to save. If you have saved a document in an online location, you will have the option to automatically save the changes. Click the AutoSave Toggle button to turn on or off the function. While you continue working in Word, you would like to save any changes made periodically. That way, you won't lose your work if there's an unexpected accident. Click the Save button on the Quick Access toolbar. Press Ctrl + S or click the File tab and select Save. Sometimes you may want to make a copy of an existing document by saving it in a new location and/or with a new name. Click the File tab. Click Save As. Select a location, selecting OneDrive, SharePoint or this PC. Or, you can click Browse and browse the folder where you want to save the file. Enter a new file name. Click Save. The document is saved in the new location with the new name. The original file is closed automatically so you can start working in a new one immediately. The word normally saves its files as word documents, but you can save word projects as well as other file formats. Click the File tab. Click Save As. Choose where you want to save your file. (Optional) Enter a new file name. Click the Save arrow as type. The drop-down list displays the different file types you can save the document as. Select a file format. Click Save. A copy of the file is saved in the new format. 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