

# 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.

Watch the video below to learn how to save and share Word documents.

## 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.

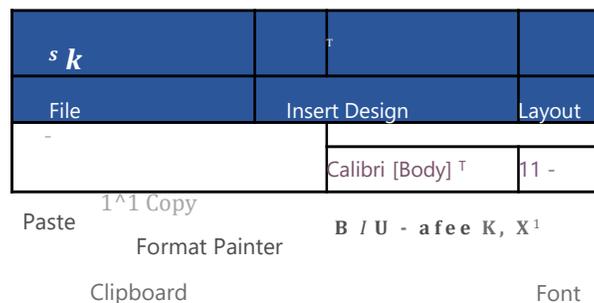
# About OneDrive

Most features in Microsoft Office, including Word, are geared toward saving and sharing documents **online**. This is done with **OneDrive**, which is an online storage space for your documents and files. If you want to use OneDrive, make sure you're signed in to Word with your Microsoft account. Review our lesson on [Understanding OneDrive](#) to learn more.

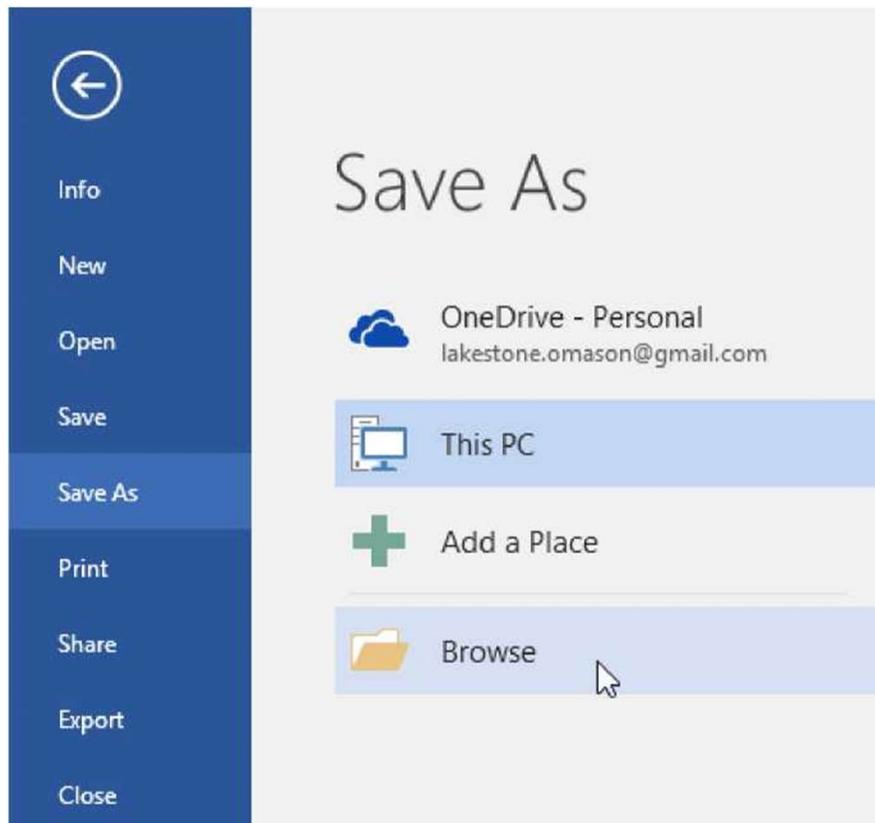
## To save a document:

It's important to **save your document** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

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.



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**.

Ctrl+S Save As

- ^ > Thi: PC > Desktop ▶ Ad Works

Organize <sup>T</sup> New folder

Documents	* Name	Date modified
Music	AdWorks Letter	11/30/15 3:00
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File name: [Resume](#)

Save as type: Word Document

Authors: [Olenna Mascn](#)

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A Hide Folder:

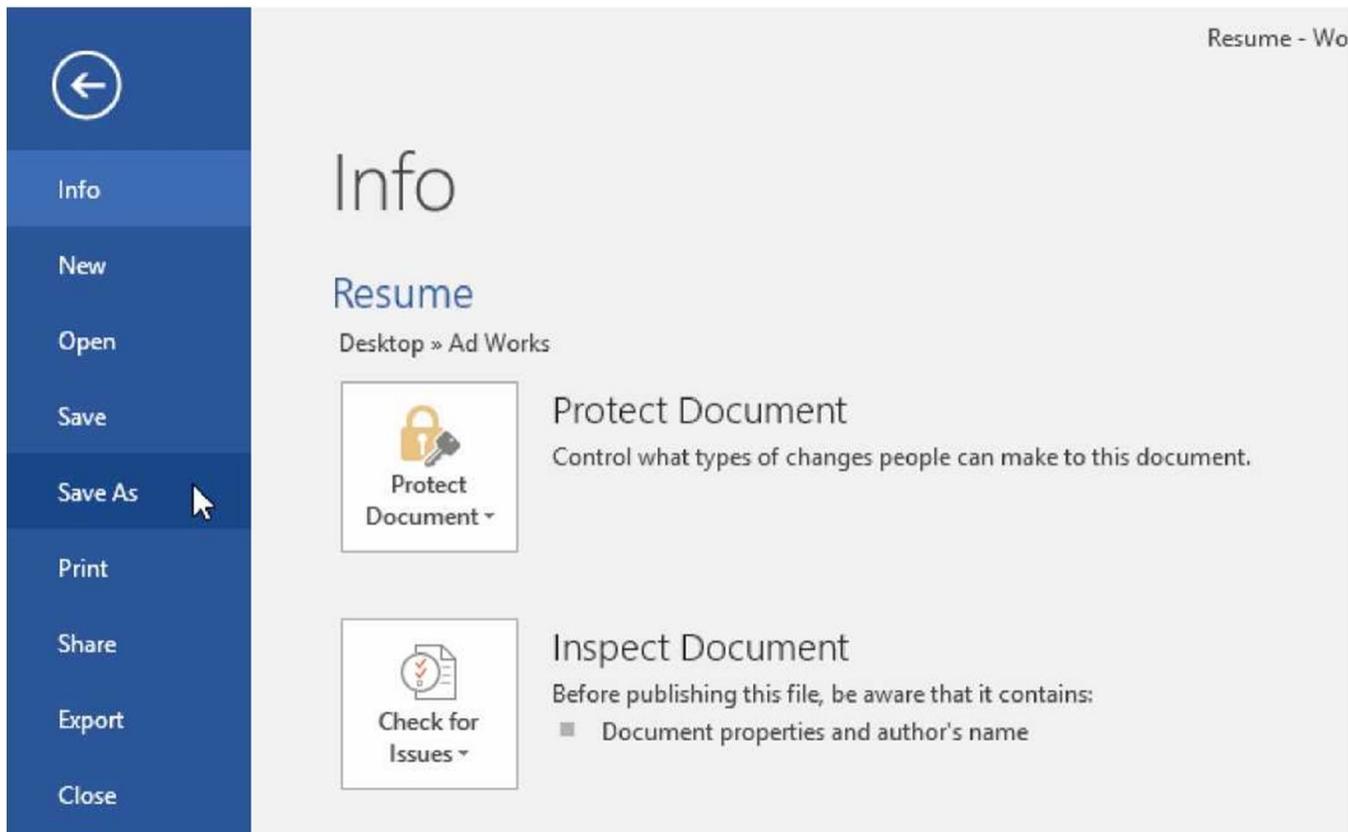
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

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

## Using Save As to make a copy

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer back to the original version.

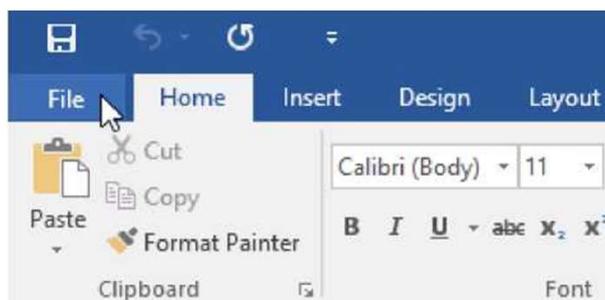
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



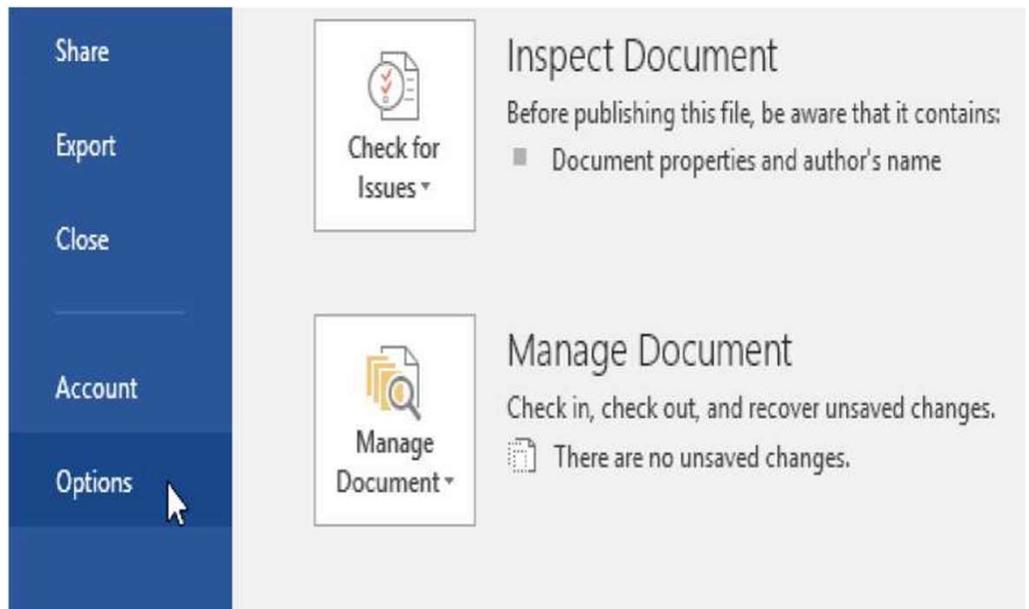
## To change the default save location:

If you don't want to use **OneDrive**, you may be frustrated that OneDrive is selected as the default location when saving. If you find this inconvenient, you can change the **default save location** so **This PC** is selected by default.

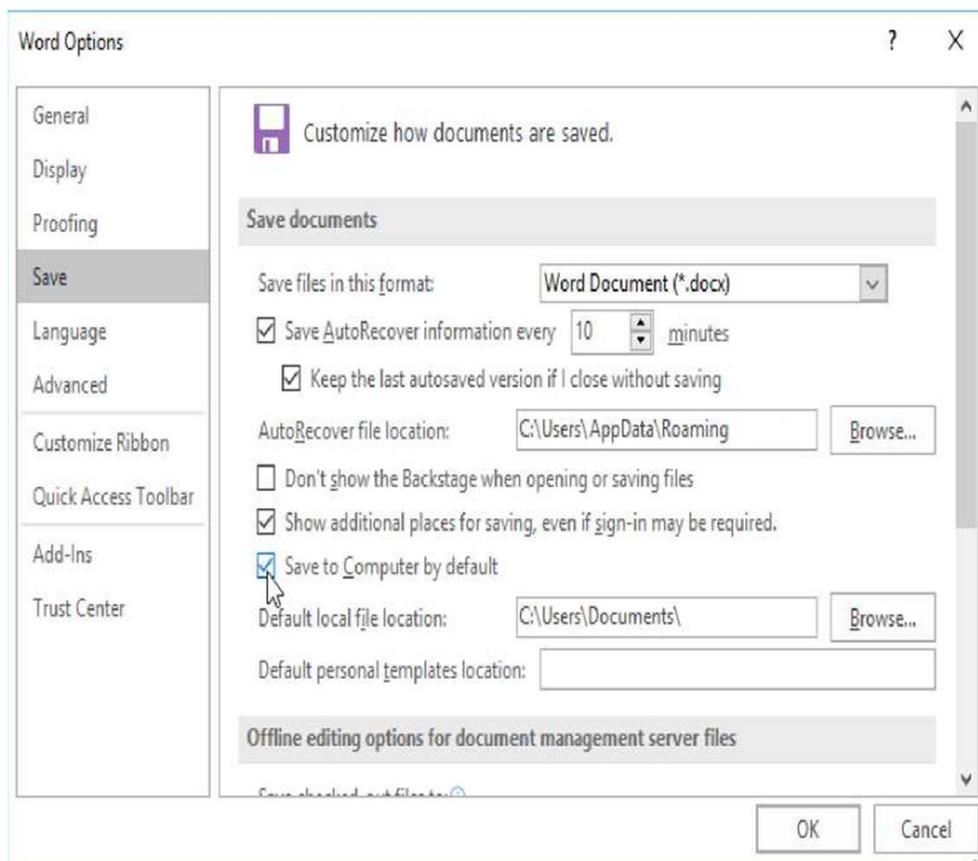
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



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.

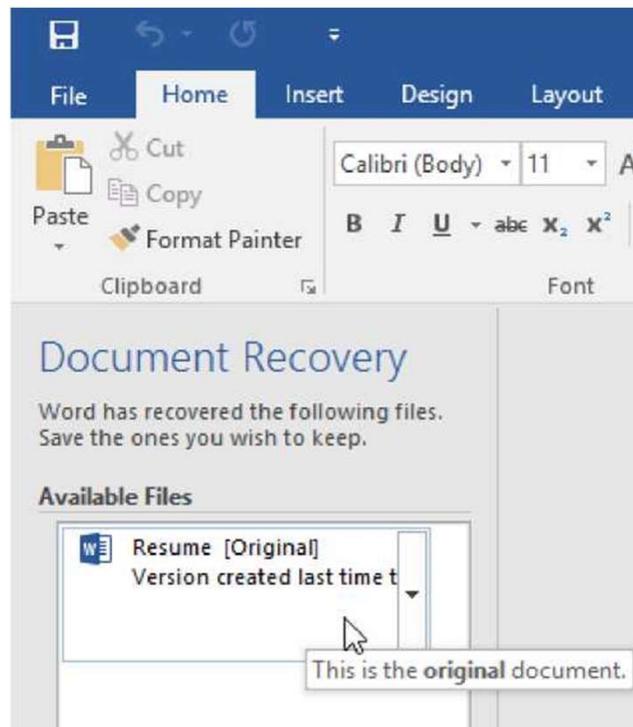


# AutoRecover

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**.

## To use 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.

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**.

**Save**  
**Save As**  
Print  
Share  
Export  
**Close**  
Account  
**Options**

  
**Protect Document**  
Control what types of changes people can make to this document.

  
**Check for Issues**  
Before publishing this file, be aware that it contains: ■  
Document properties and author's name

  
**Manage Document**  
Check in, check out and recover unsaved changes.  
There are no unsaved changes.

**a** **Recover Unsaved Documents**  
Browse recent unsaved files: 0

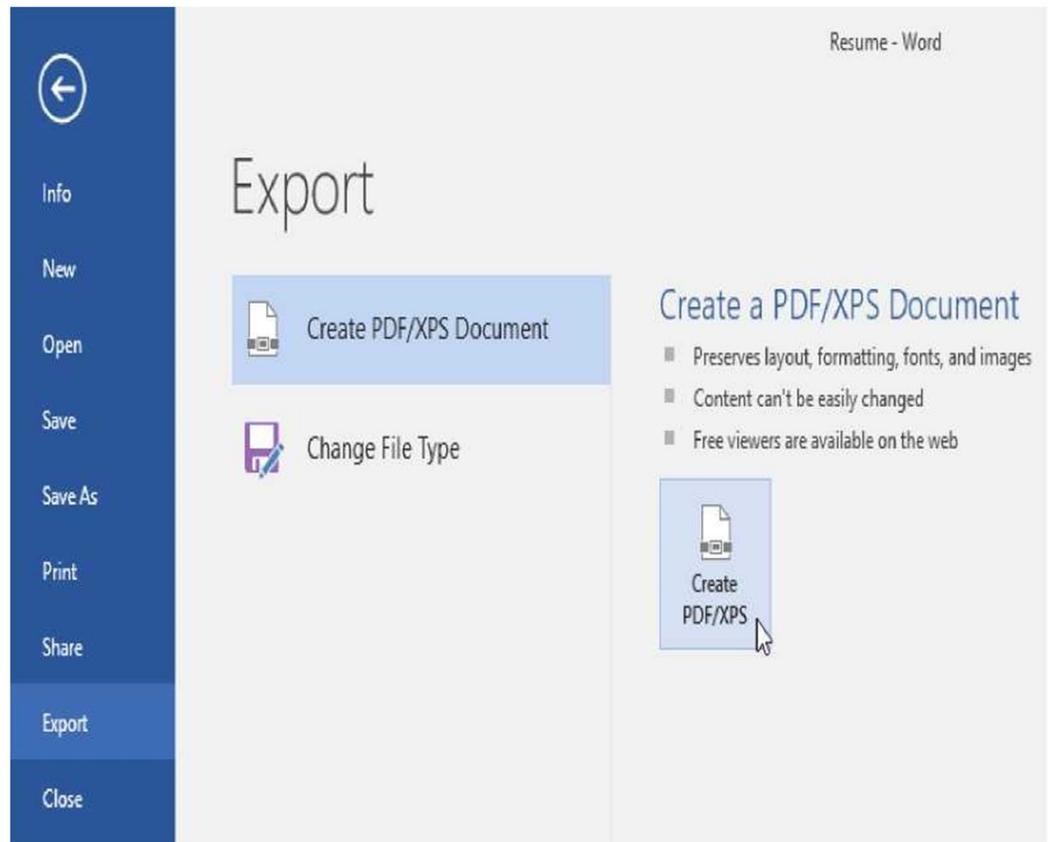
## Exporting documents

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.

### To export a document as a PDF file:

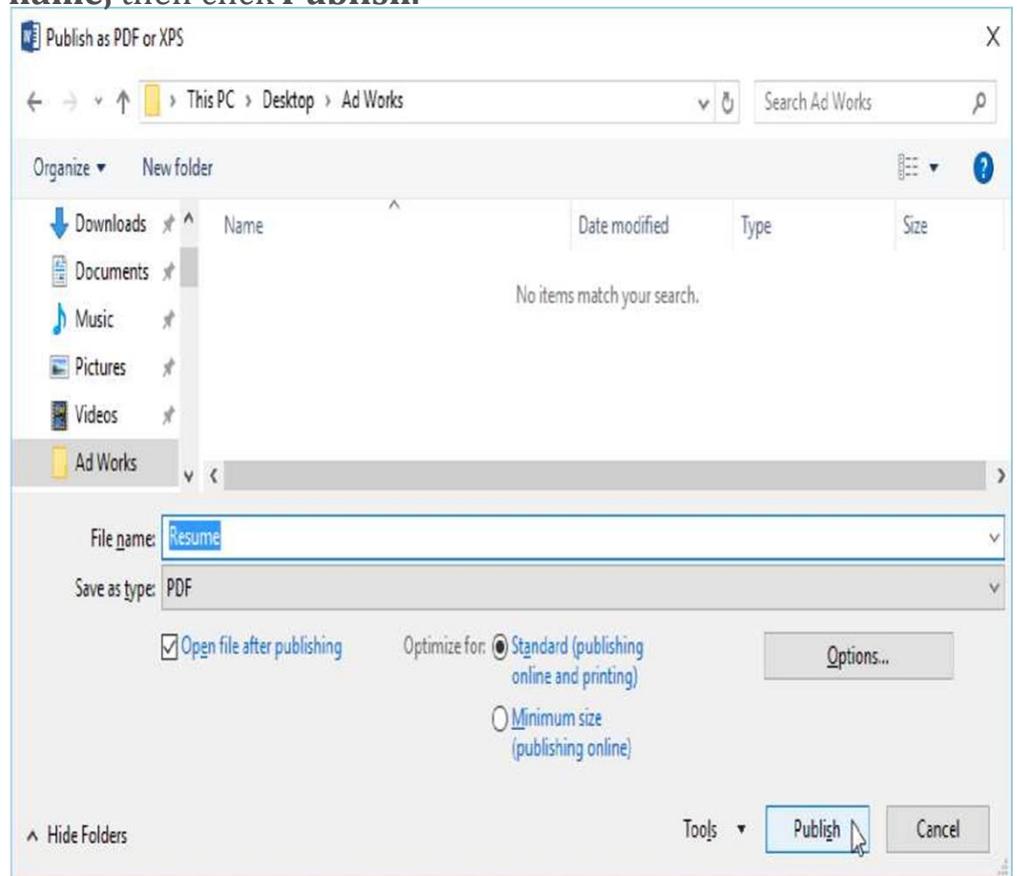
Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

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



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**.

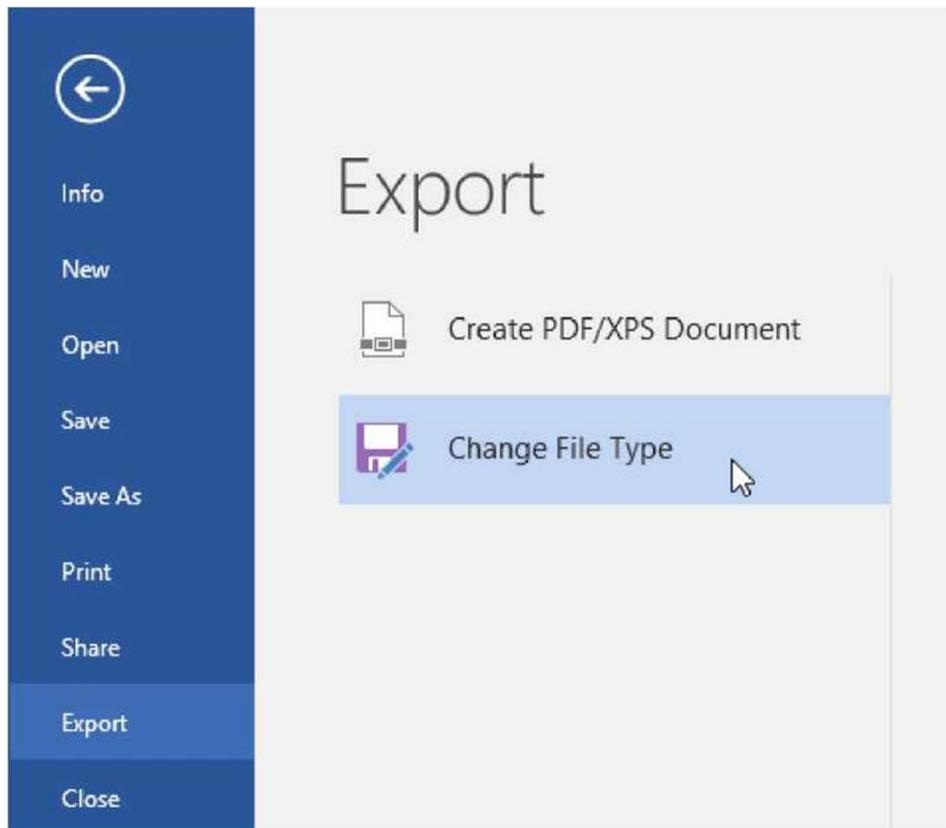


If you need to edit a PDF file, Word allows you to convert a PDF file into an editable document. Read our guide on [Editing PDF Files](#) for more information.

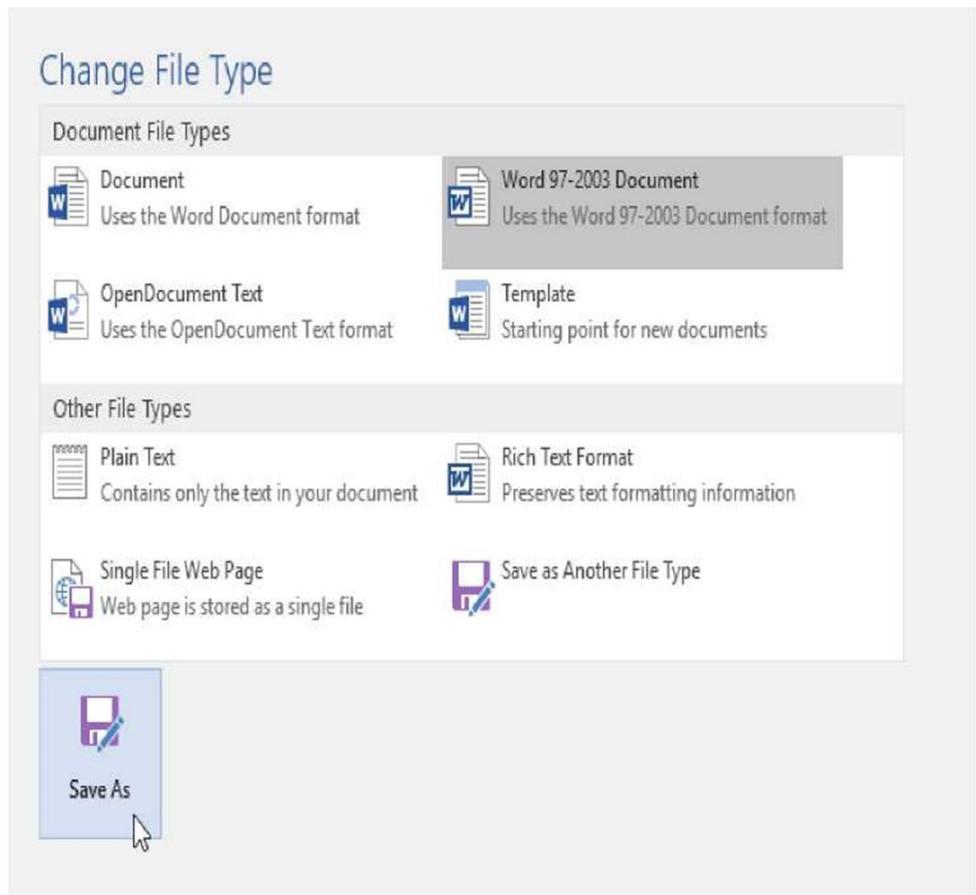
## To export a document to other file types:

You may also find it helpful to export your document to other file types, such as a **Word 97-2003 Document** if you need to share with people using an older version of Word or as a **.txt file** if you need a **plain-text** version of your document.

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



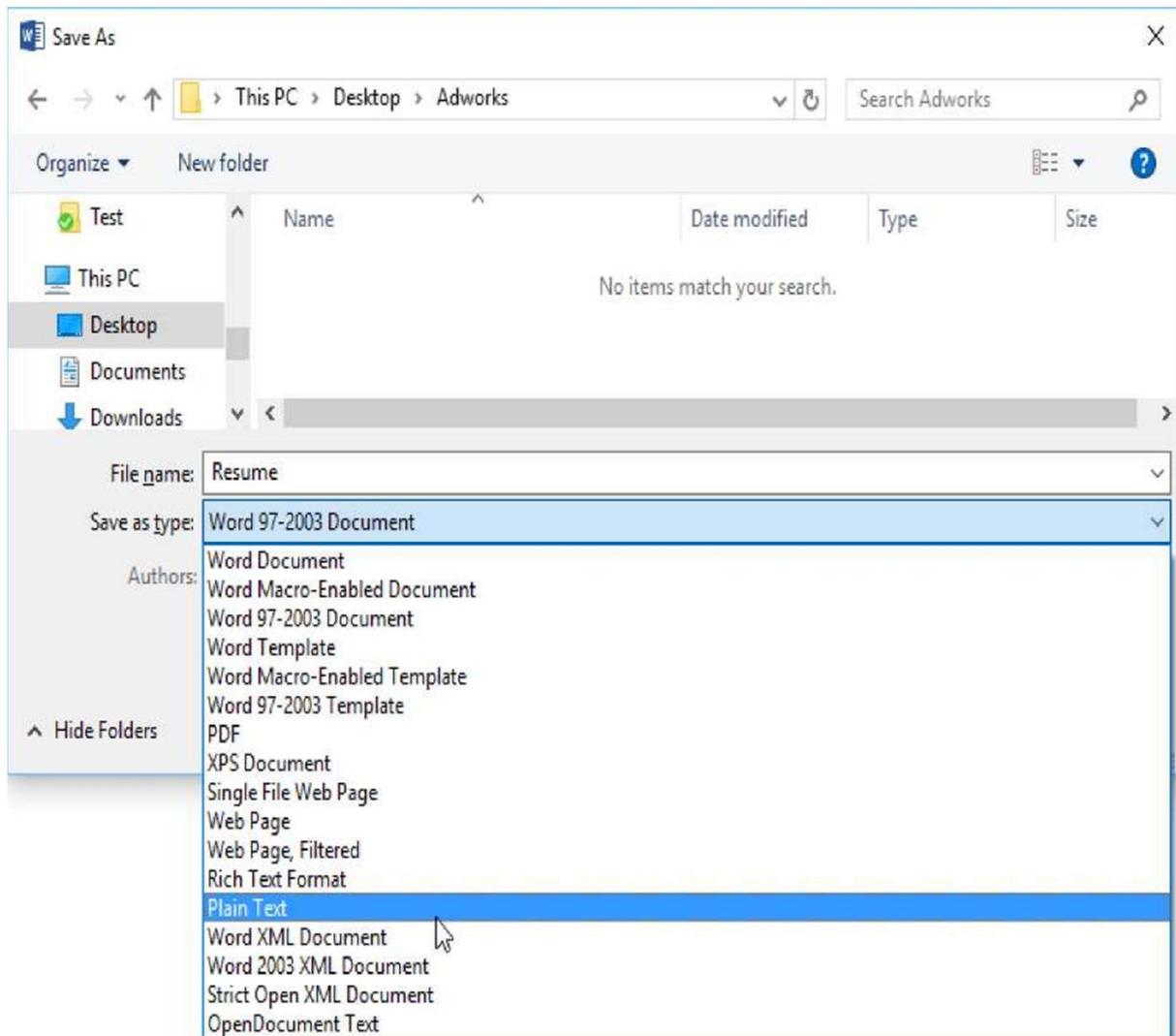
2. Select a **file type**, then click **Save As**.



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**.

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.

In order to share a document, it must first be **saved to your OneDrive**.

## To share a document:

1. Click the **File** tab to access **Backstage view**, then click **Share**.



2. The **Share** pane will appear.

Click the buttons in the interactive below to learn more about different ways to share a document.

# Share

## Resume

Olenna Masons OneDrive » Documents

## Share

## Share with People

Send invitations and get sharing links,



Share with  
People