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:

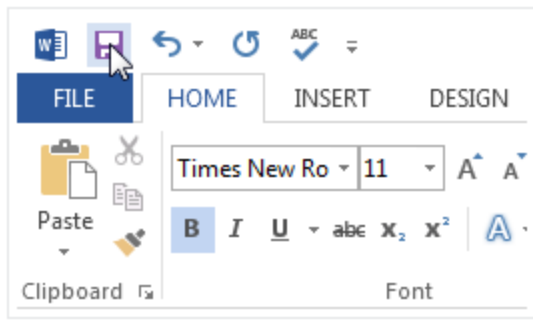
> **Save**: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same 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.

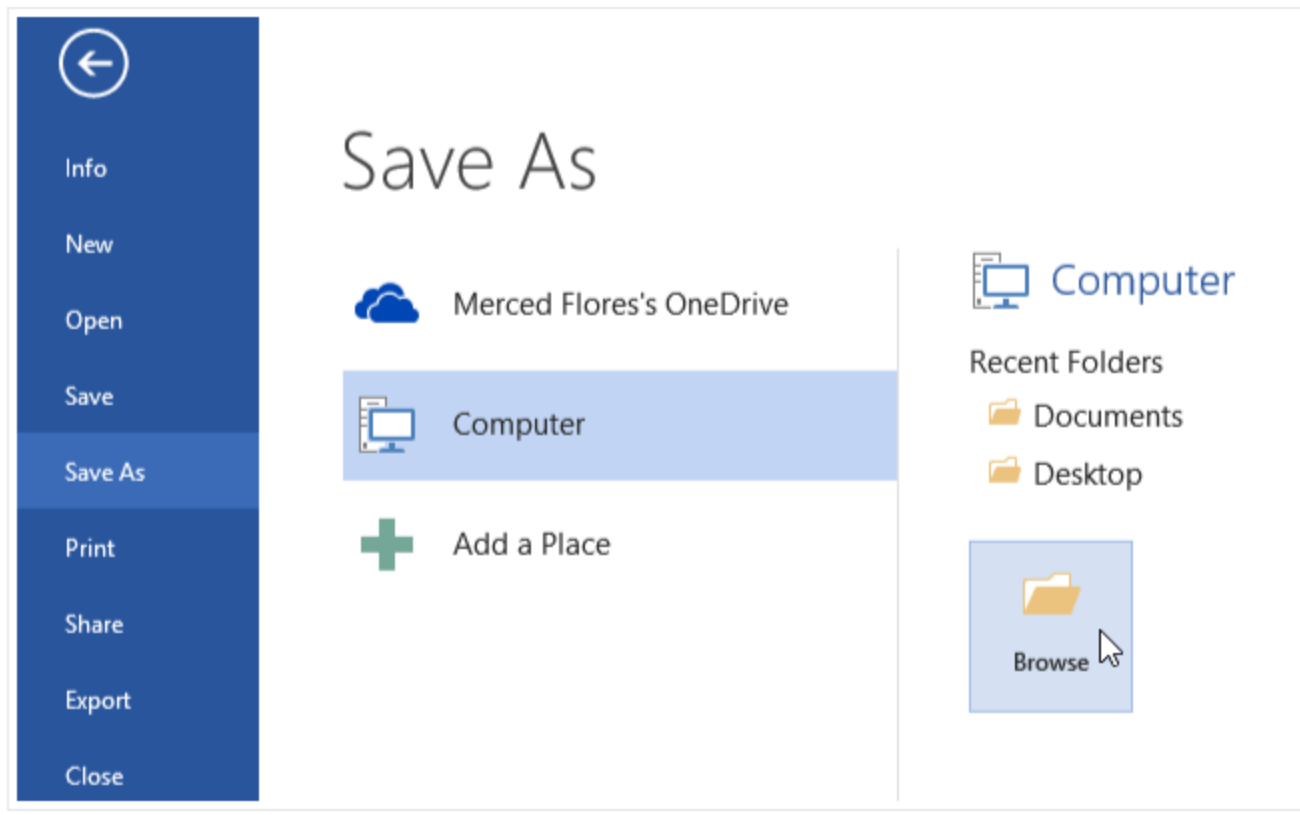
To save a document:

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.

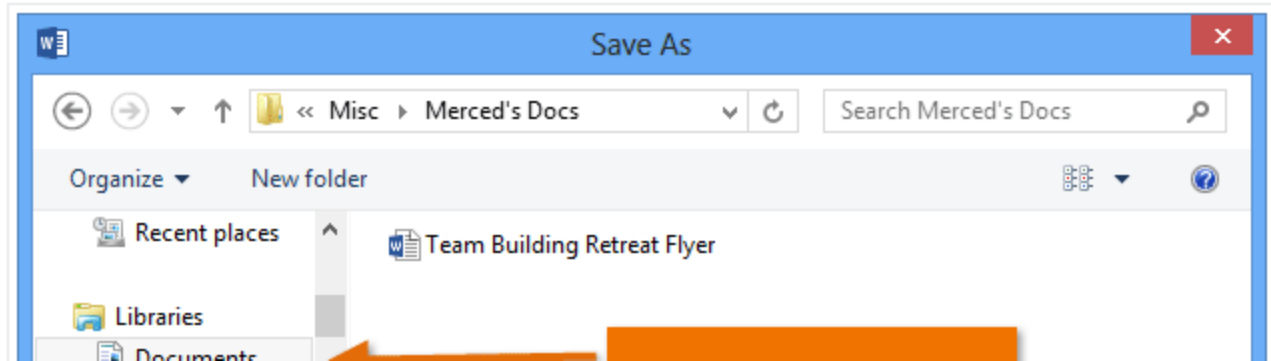
1. Locate and select the **Save** command on the **Quick Access toolbar**.

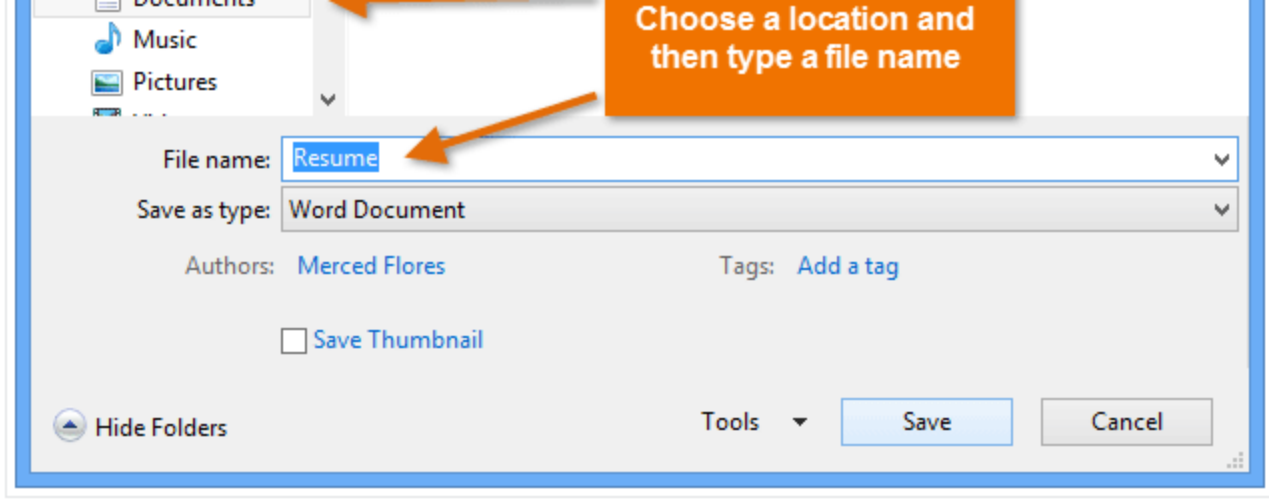


2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the document to your computer, select **Computer**, then click **Browse**. Alternatively, you can click **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**.





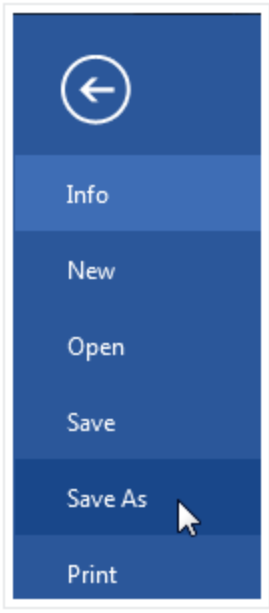
6. The document will be **saved**. You can click the **Save** command again to save your changes as you modify the document.

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.

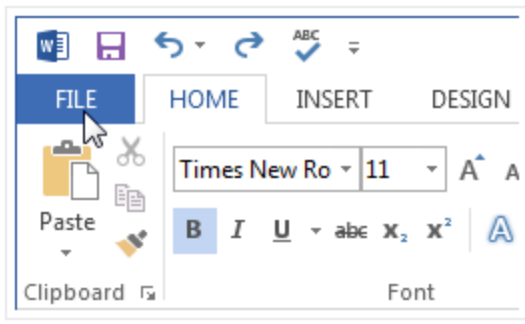
To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.



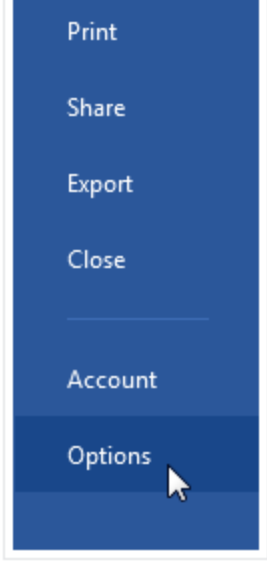
To change the default save location:

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 it inconvenient to select **Computer** each time, you can change the **default save location** so **Computer** is selected by default.

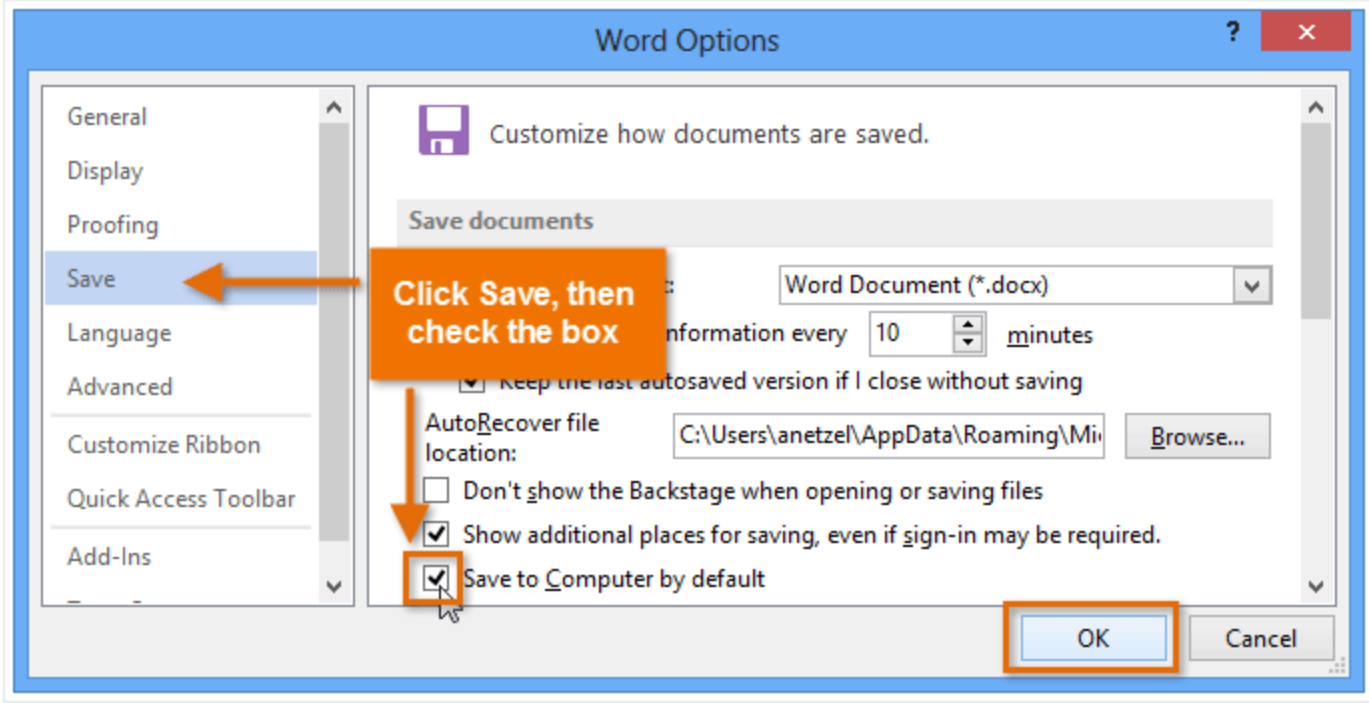
1. Click the **File** tab to access **Backstage view**.



2. Click **Options**.



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

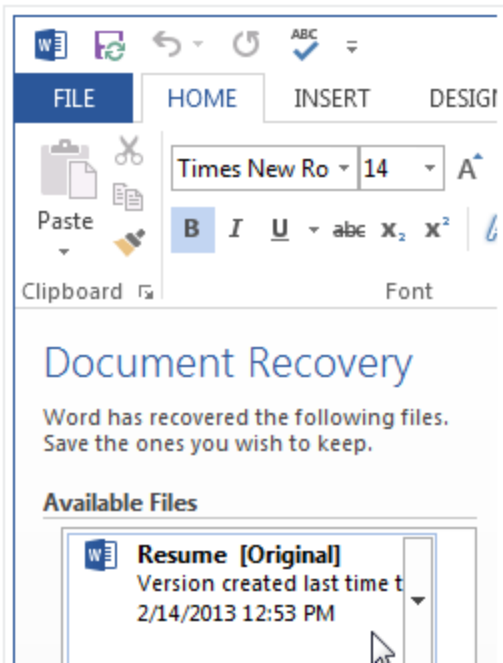


AutoRecover

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**.

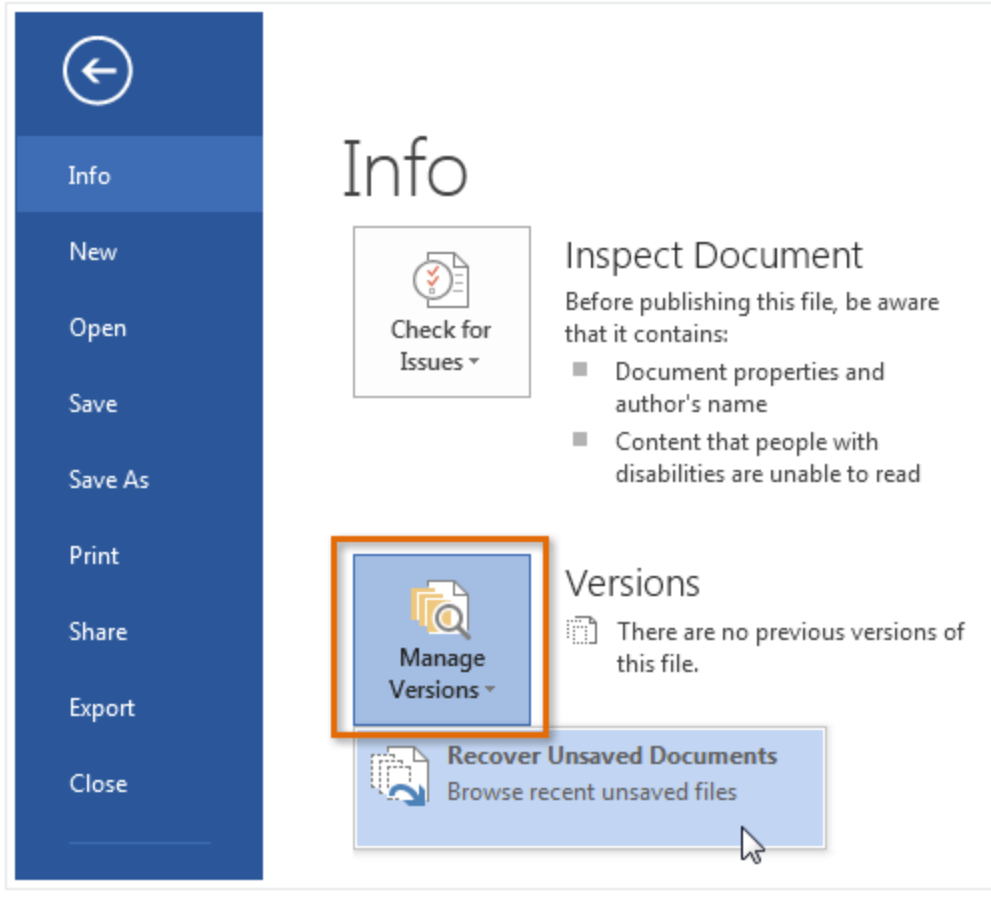
To use AutoRecover:

1. Open Word 2013. If **autosaved versions** of a file are found, the **Document Recovery** pane will appear.
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**.



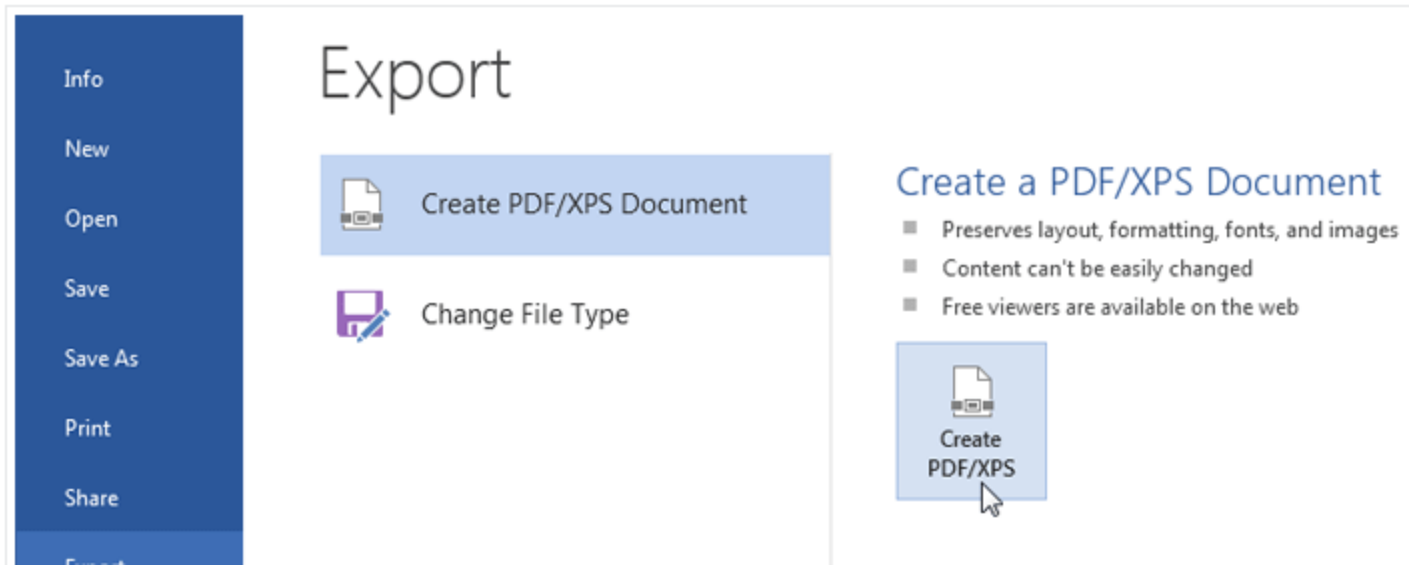
Exporting documents

Be 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 in a variety of file types.

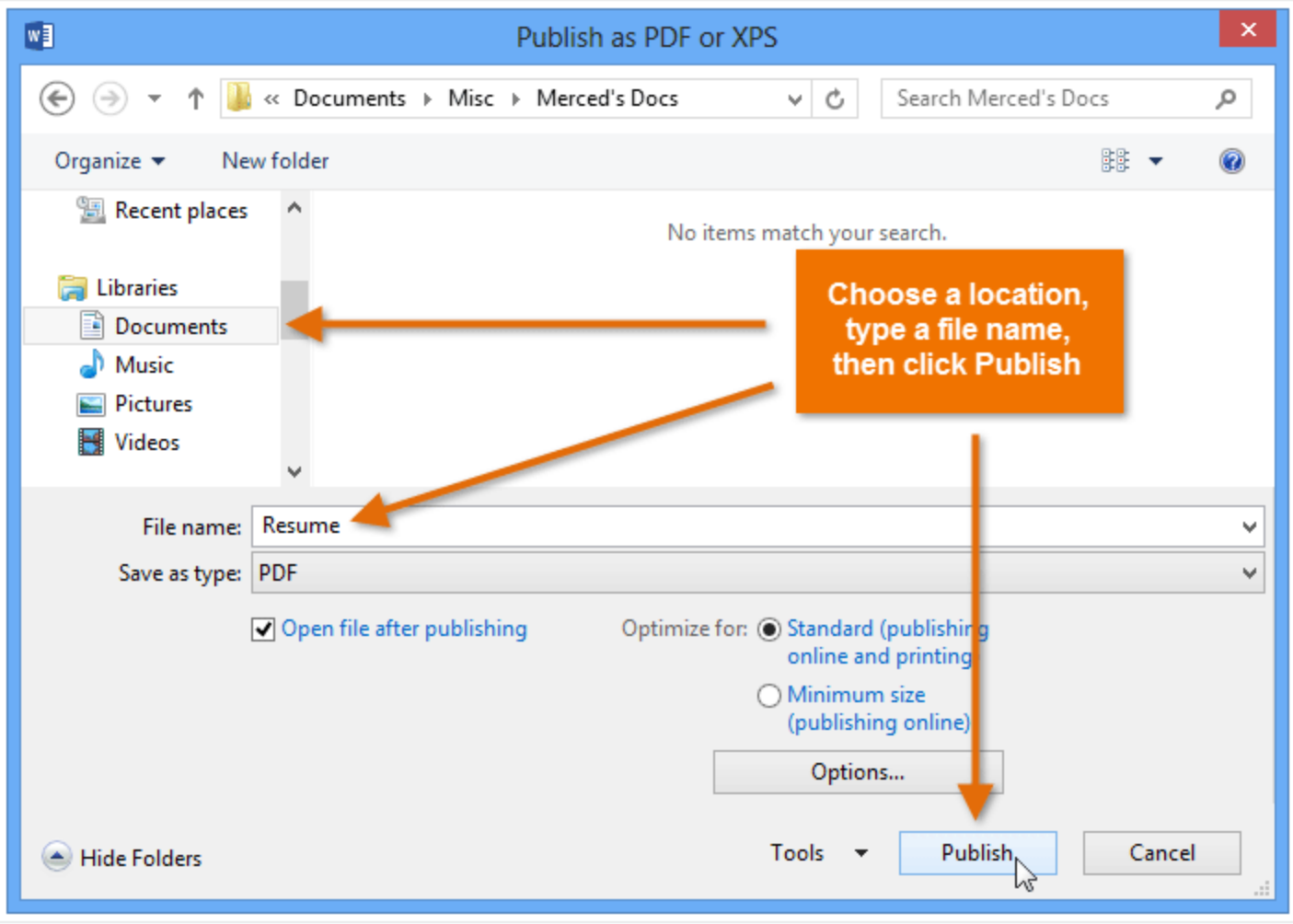
To export a document as a PDF file:

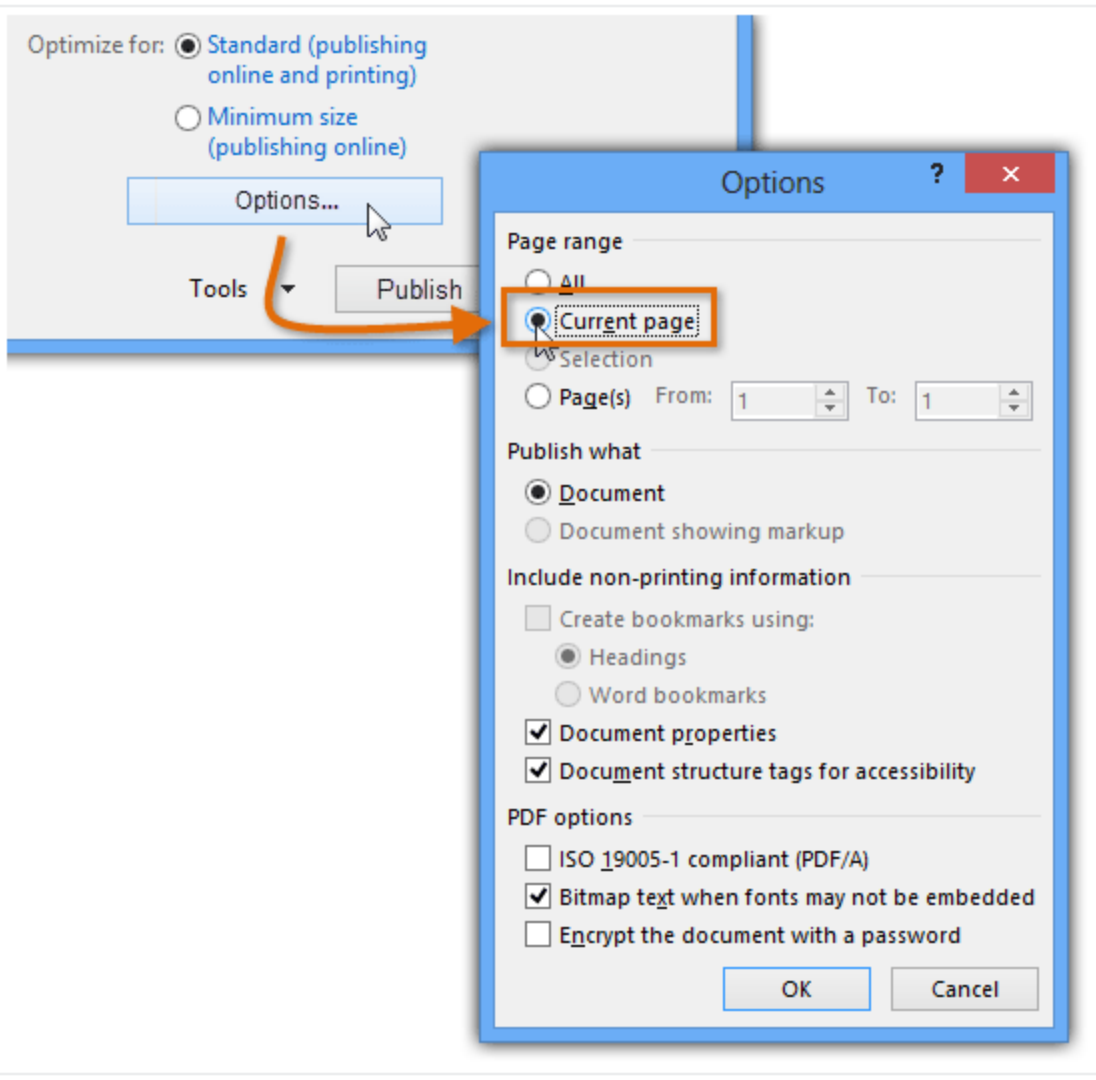
Exporting your document as an **Adobe Acrobat document**, commonly known as a **PDF file**, can be especially useful if you're sharing a document with someone who does not have Word. A PDF file will make it possible for recipients to view—but not edit—the content of your document.

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



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





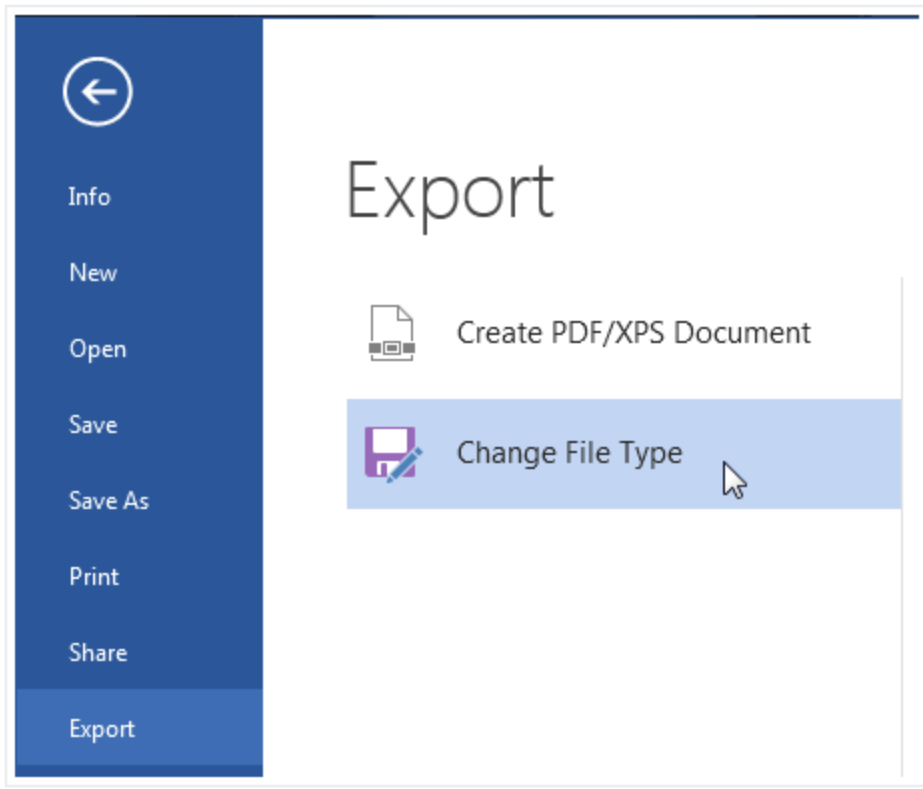
By default, Word will export **all of the pages** in the document. If you want to export only the **current** page, click **Options** in the **Save as** dialog box. The **Options** dialog box will appear. Select **Current page**, then click **OK**.

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.

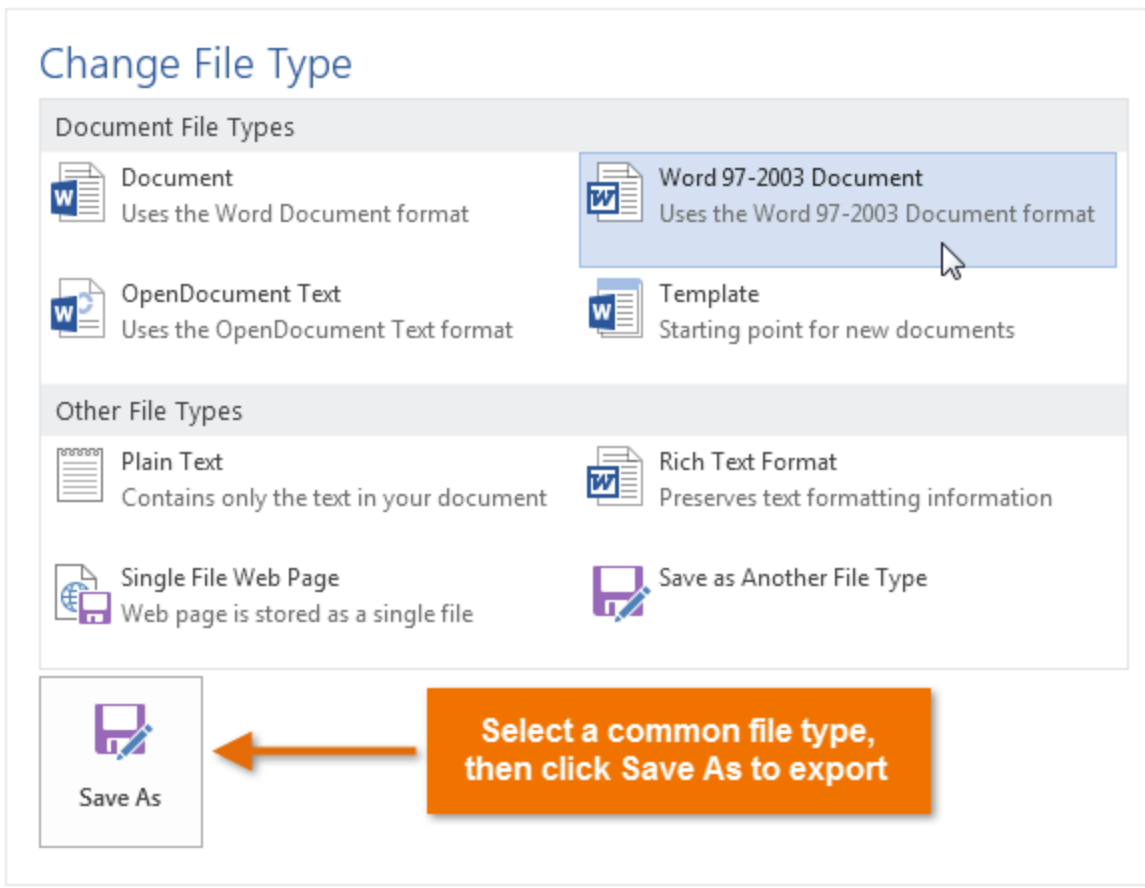
To export a document in other file types:

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

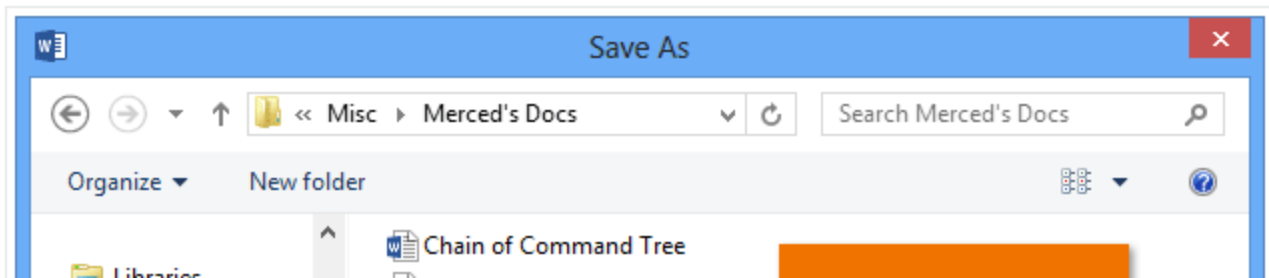
1. Click the **File** tab to access **Backstage view**.
2. Click **Export**, then select **Change File Type**.

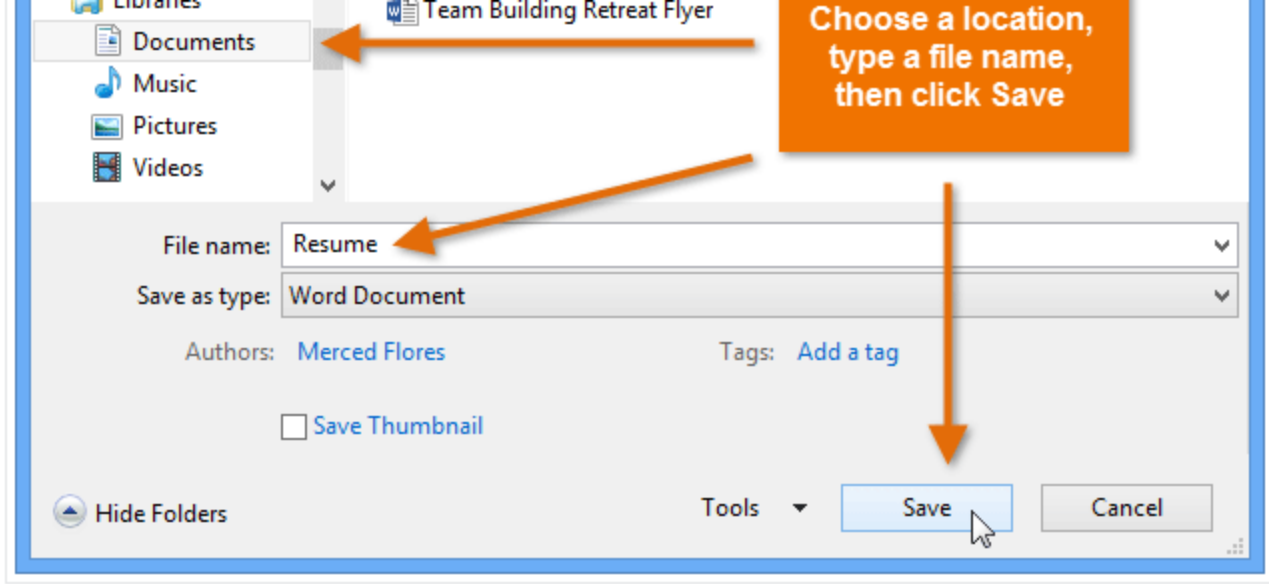


3. Select a **file type**, then click **Save As**.

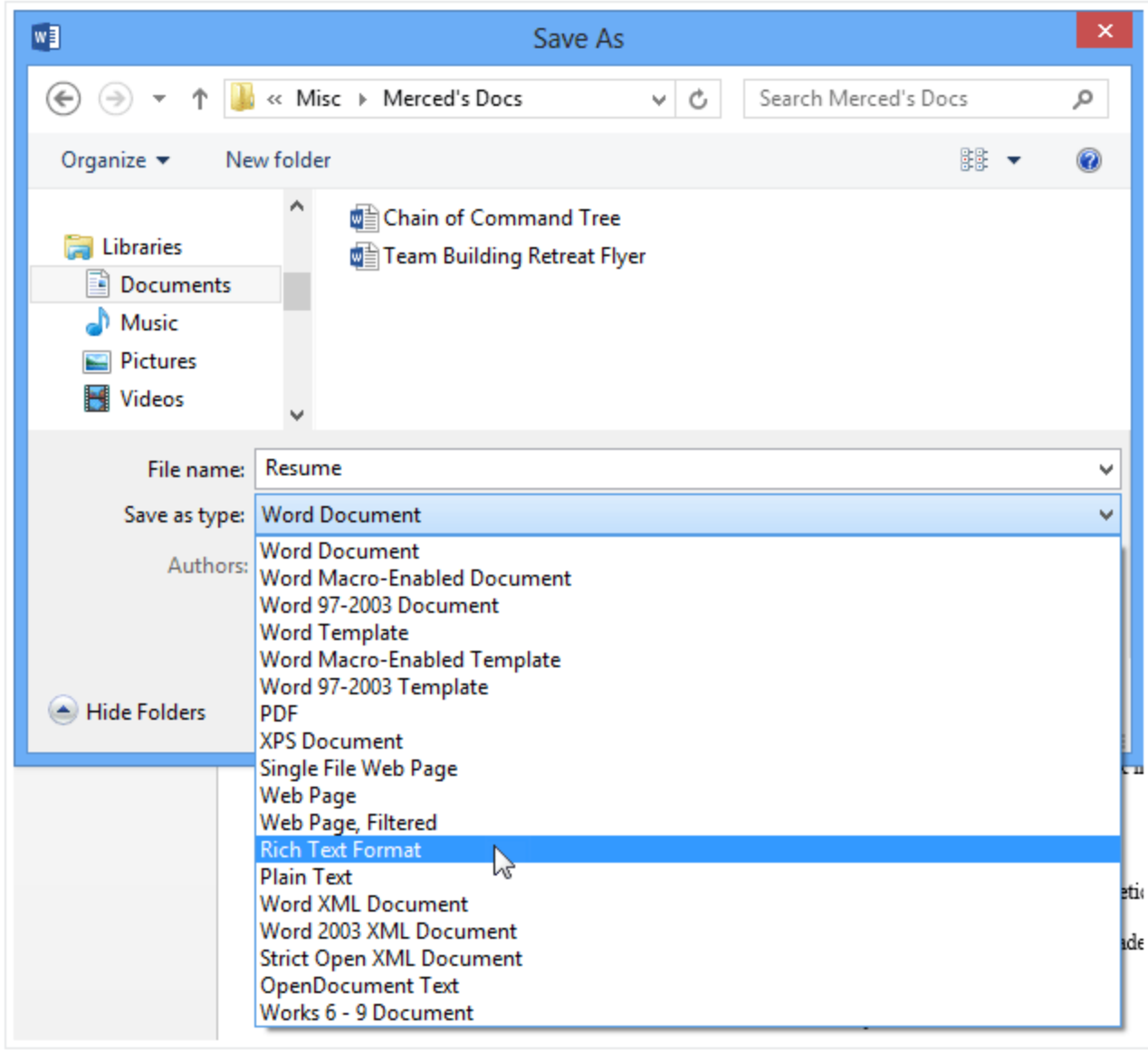


4. The **Save As** dialog box will appear. Select the **location** where you want to export the document, enter a **file name**, then click **Save**.





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



Sharing documents

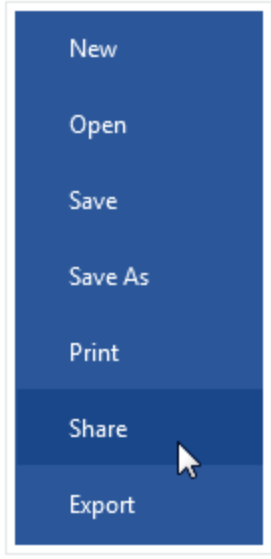
Word 2013 makes it easy to **share and collaborate** on documents using **OneDrive**. In the past, if you wanted to share a file with someone you could send it as an email attachment. While convenient, this system also creates **multiple versions** of the same file, which can be difficult to organize.

When you share a document from Word 2013, 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**.

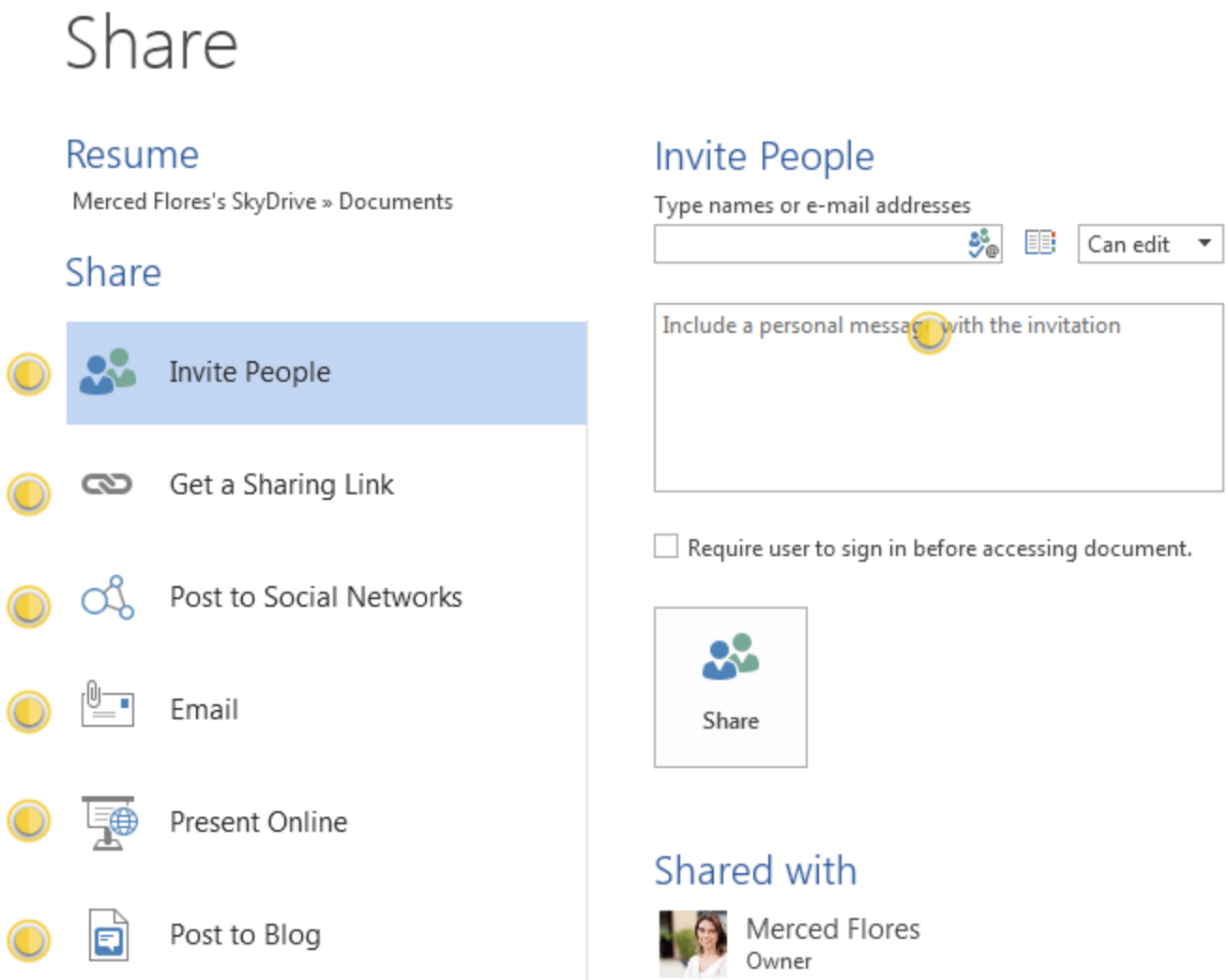
To share a document:

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.



Challenge!

1. Create a **new blank document**.
2. Use the **Save** command to save the document to your desktop.
3. Save the document to **OneDrive** and **invite someone else** to view it.
4. **Export** the document as a **PDF** file.