



HOW TO SAVE DOCUMENTS IN MS WORD

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How to Save in MS Word

MS Word links directly to MS OneDrive, which is a safe place to store all your document types (similar to your old Z Drive). Saving your work directly to OneDrive means that you do not lose your work, you can print and even share your document with others from there.

Step 1: Save a document in Word.

1. Create a blank document.

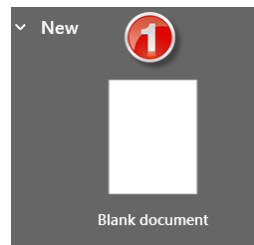


Figure 1: Blank Document

2. Select File

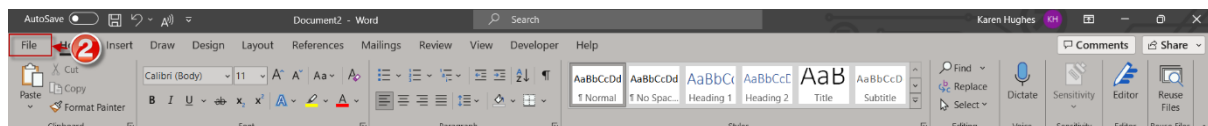


Figure 2: Home Ribbon

3. Save As, this will give you access to saving locations.

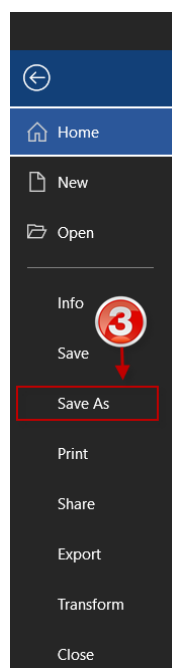


Figure 3: Save As



4. Make sure **OneDrive – Saint John of God Services** is selected.

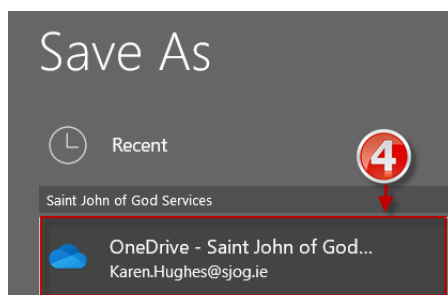


Figure 4: OneDrive Option



Please note: When saving to OneDrive there is more than one way to do it.

Step 2: Saving Option One (More Options).

5. Click More Options



Figure 5: More Options

6. Click OneDrive – Saint John of God Services.

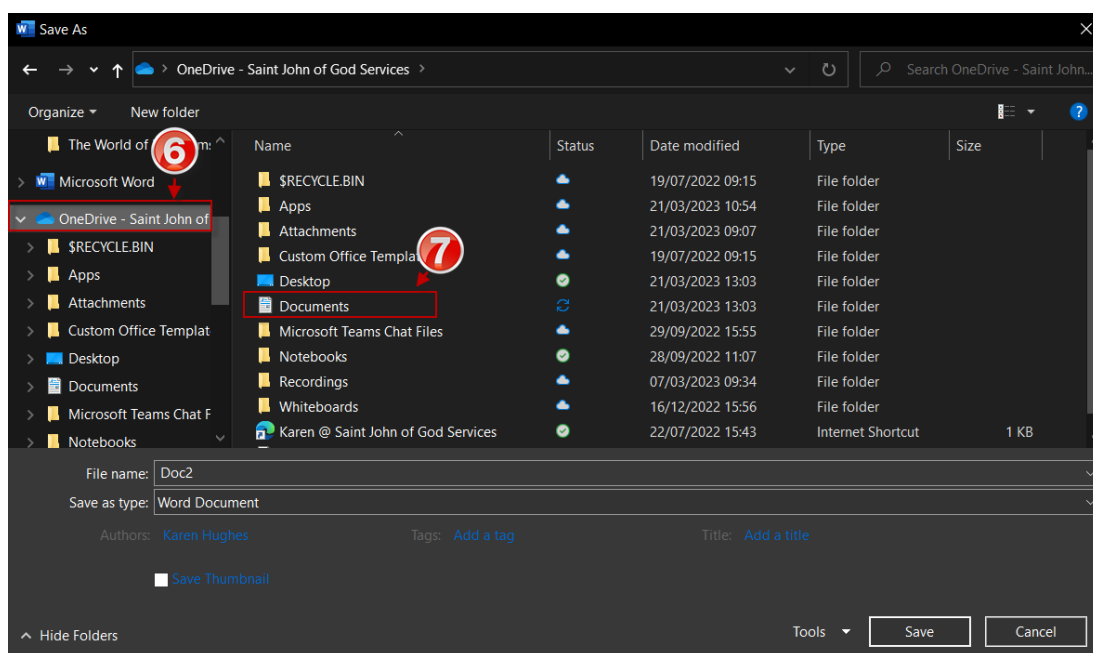


Figure 6: Save as option.

7. Double Click on Documents, give the document a name and Click Save.



Please note: When you have double clicked on Documents, you can then select your desired folder to save your files to.



Having saved the document to OneDrive, AutoSave is now turned on. This document will now be saved automatically as you add to/edit it.



How to Save a copy in MS Word

In MS Word there is an option to save a copy of your document, this means you can save the document under a new name. Please note that the original document stays open for editing, if you wish to keep the original document you need to open the new document under its new name.

Step 3: Opening your document.

8. Click File/Open.

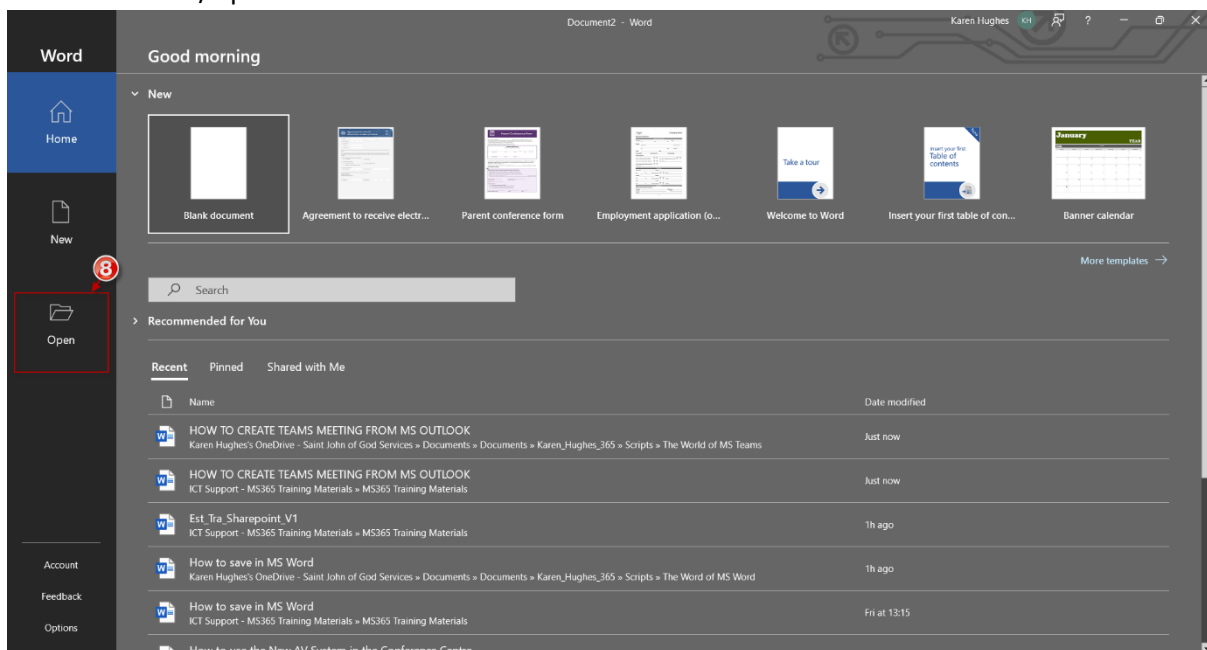


Figure 7: Open Button



9. Click on OneDrive – Saint John of God Services.

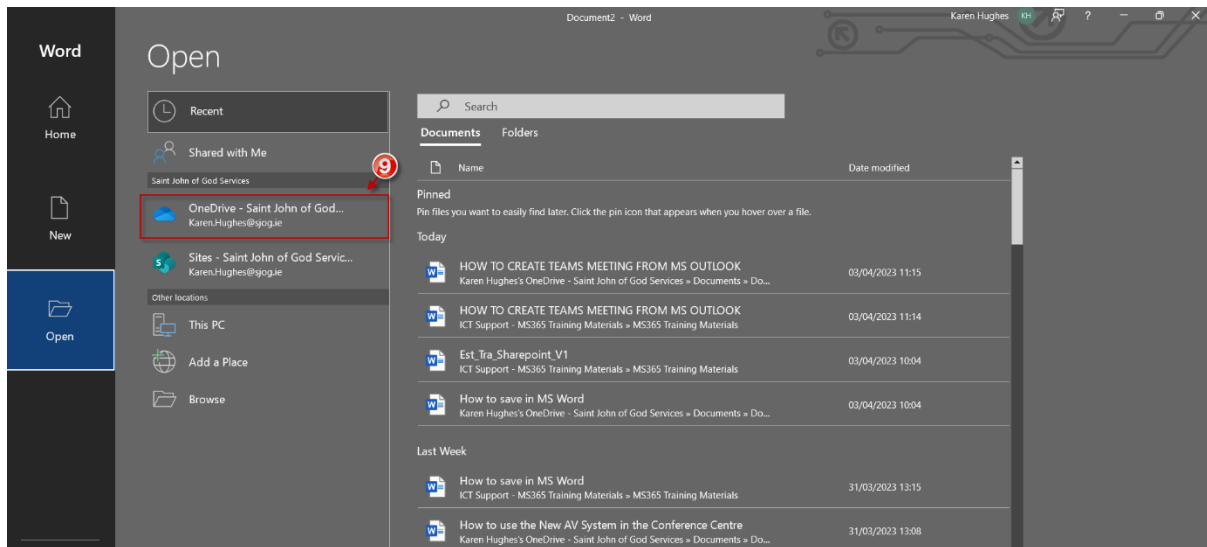


Figure 8: OneDrive.

10. Click on Documents.

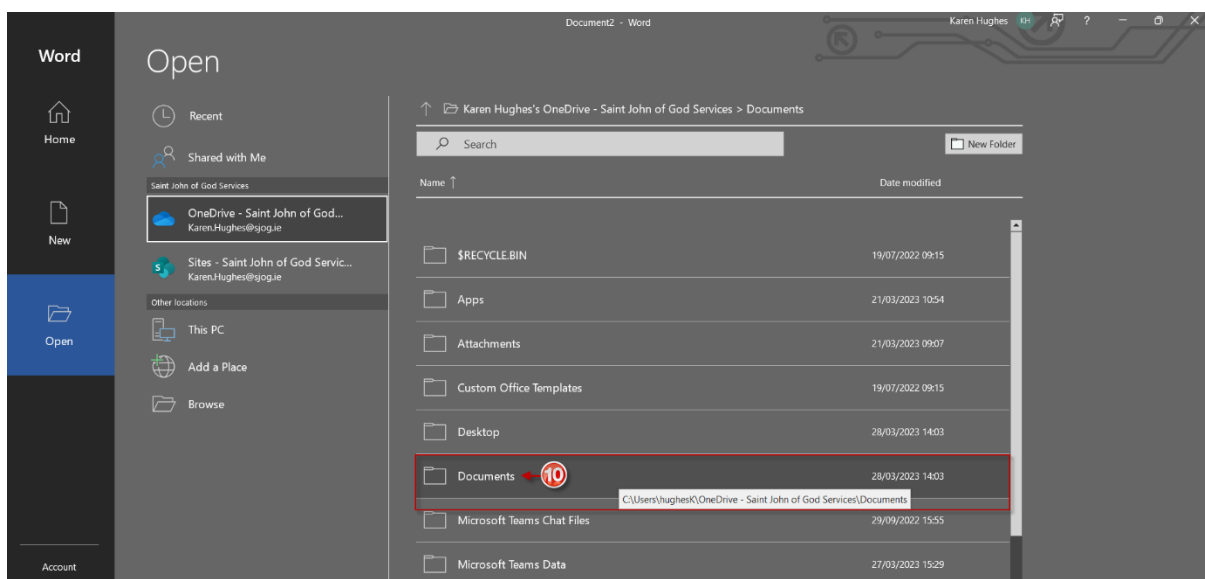


Figure 9: Opening Documents



Please note at this point navigate to the folder that is storing the file you wish to save a copy of and open this file.



Step 3: Saving a copy.

11. Click on File

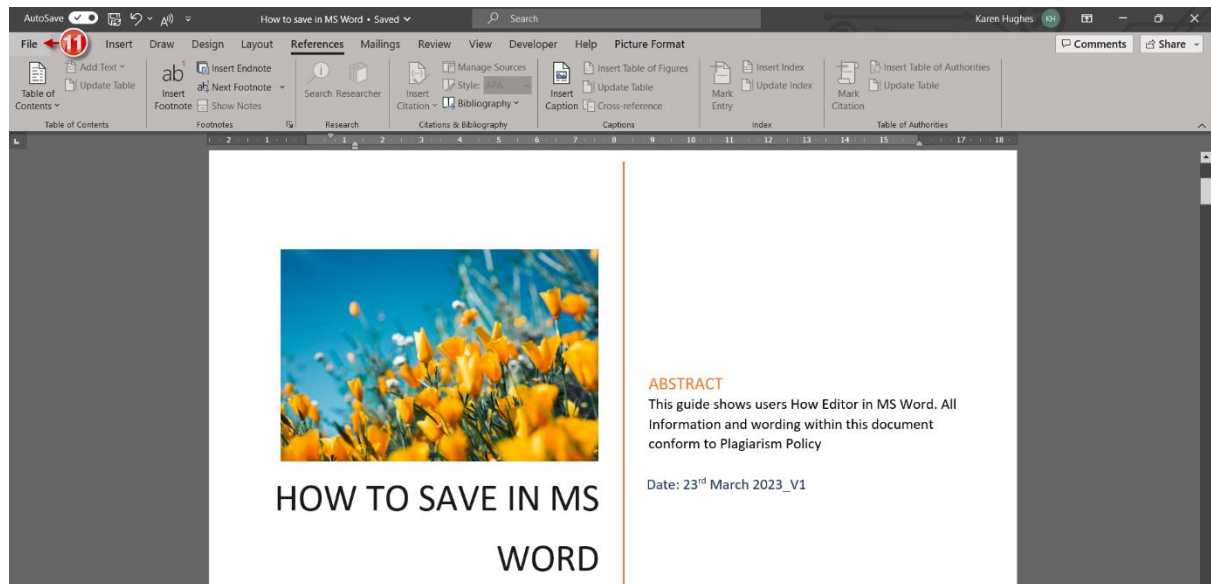


Figure 10: File.

12. Click on Save a Copy

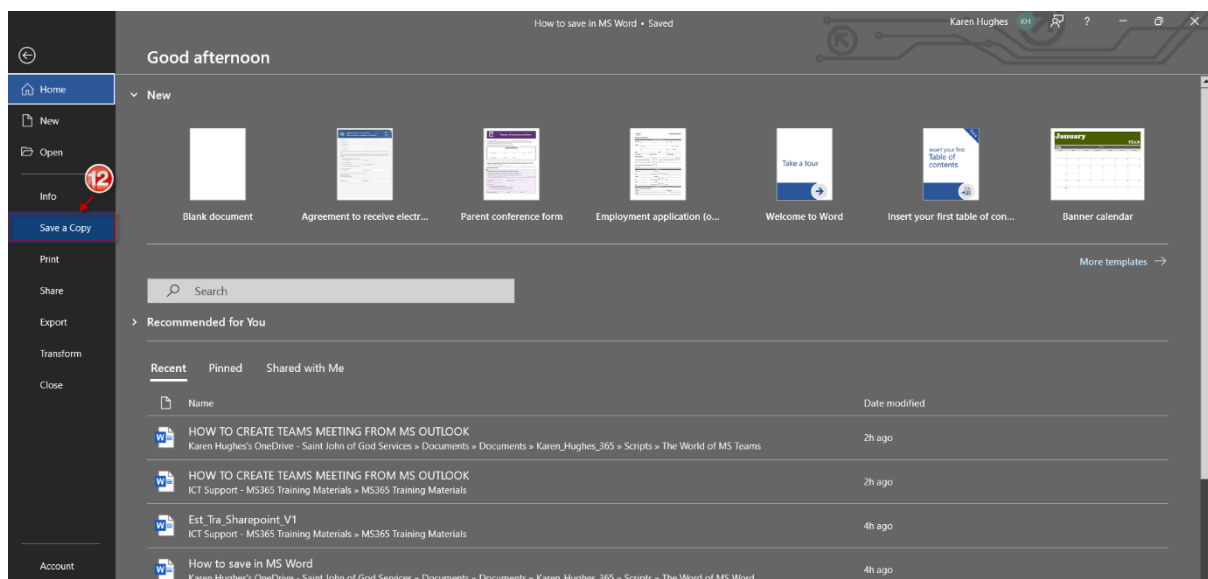


Figure 11: Save a Copy



13. Click on OneDrive – Saint John of God Services

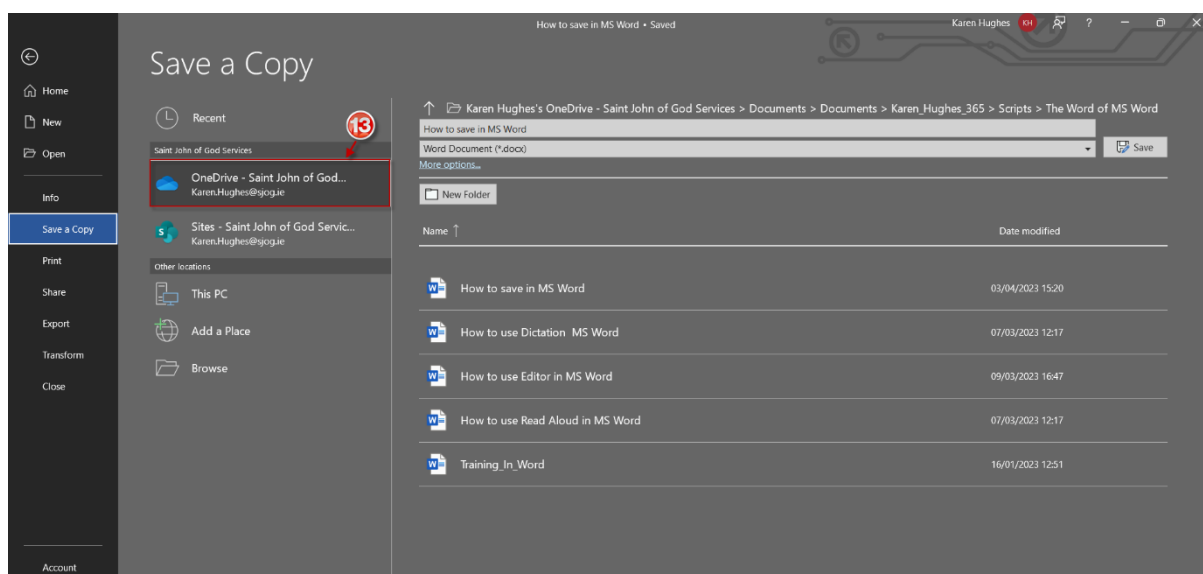


Figure 12: Save a copy.



Please note: the above instruction will help you locate the folder you wish to save the copy of the file.

14. Change the name of your file.

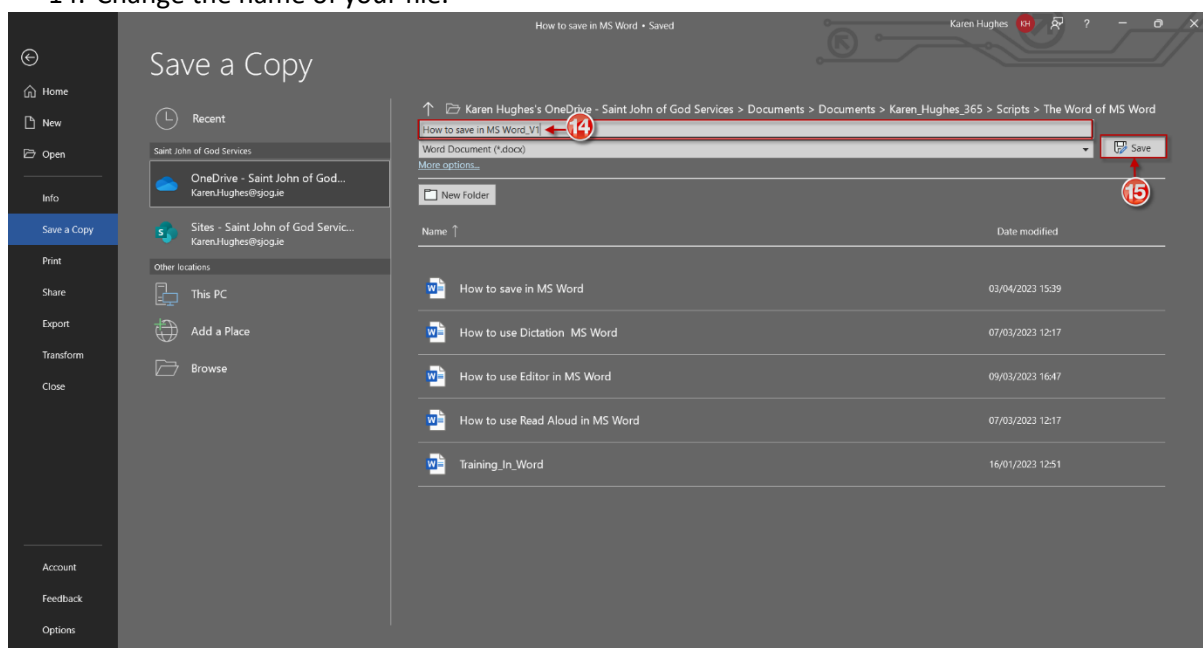




Figure 13: Saving a copy of the file.

15. Click Save.

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