Saving Your Work

Microsoft Office Button/Save

Click the **Microsoft Office Button** in the upper-left corner of the window. Then click **Save**. A dialog box opens. You use this box to tell Word where you want to store the document on your computer, and what you want to call it.

The way that you save a document and the format that you save it in depends on how you plan to use the document.

For example, if the document is for your own use and you never expect to open it in a previous version of Microsoft Office Word, the simplest way to save it is to use the **Save** command, using all the default settings.
However, if you are posting the document for others to open, if people reading your document are using software other than Microsoft Office Word 2007, or if you intend to open the document on another computer, you need to choose how and where you want to save the document.

If you commonly save documents in a particular place or format, you can adjust settings so that Word defaults to these choices.
If it says **Word Document** in the **Save as type** box, then you're using the new file format.

When you create a new document in Word 2007, and then save the document, the new file format will automatically be chosen for you.
You can make sure of this by looking closely at the **Save As** dialog box. Notice that the **Save as type** box says **Word Document**. This means the new file format is being used

After you save your document, and you continue to type, save your work as you go. Every once in a while, click the **Save**

button on the **Quick Access Toolbar** in the upper-left corner of the window. Or use a keyboard shortcut to save: Press CTRL+S (hold down the CTRL key and then press S). DEMO

When you are through with the document and have saved your work, close the file. Click the **Microsoft Office Button** , and then click **Close**.

Tip To find your document after you close it, look in the **Recent Documents** list shown in the picture. Click a document in the list to open it.

How you know when Word has opened a document in compatibility mode?

Word 2007 can open files created in all previous versions of Word, 1.0 through 2003. Word will open older documents in **compatibility mode**. You know this because at the top of the document "**(Compatibility Mode)**" appears next to the name of the file.

What's compatibility mode all about? In short, Word is telling you that the document uses an older file format. Because that file format doesn't understand some of the new features in the new version of Word, those features are either turned off or modified so that they approximate an older version of Word.

It's a good idea to stay in compatibility mode if you know you'll be sharing your documents with a lot of people who are using older versions of Word. That way, what you see is what they see. And you will be able to anticipate what they can and can't do in their version of Word.
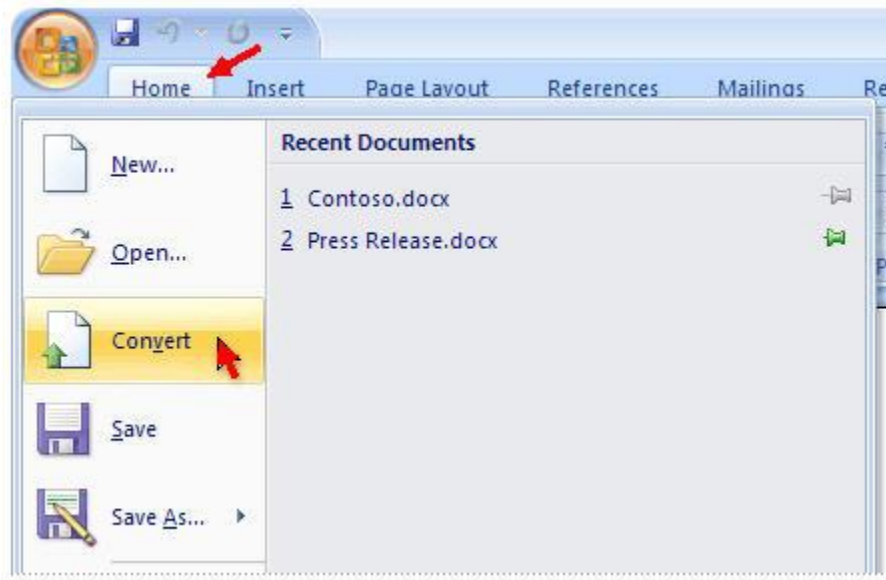
Can you convert an older document to the new file format? Yes. With the older version of the document open in Word 2007, you just click the **Microsoft Office Button**, and then click the **Convert** command on the menu.

This conversion gives you the benefits of the new format.

Note: If you have Windows configured to show file extensions, the file name changes from My Document.doc to My Document.docx. The "x" stands for XML

When someone tries to open a document from Word 2000, this message will appear: select YES
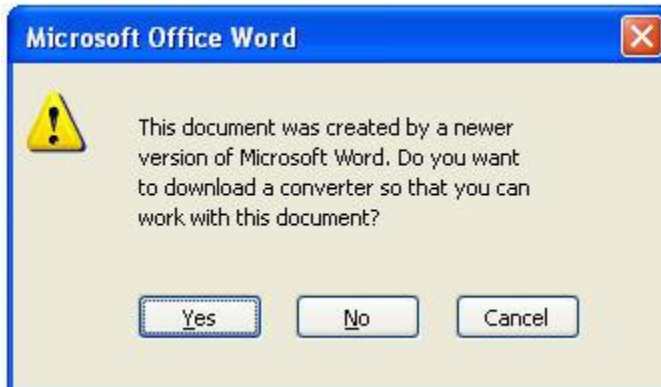
If you save your document in the default file format in Office Word 2007, users of previous versions of Word must install the Microsoft Office Compatibility Pack for 2007 Office Word, Excel, and PowerPoint File Formats to open the document. Alternatively, you can save the document in a format that can be opened directly in previous versions of Word — but formatting and layout that depend on new features in Office Word 2007 will not be available in the previous version of Word.

Now, the document opened won't look *exactly* the same as the one you made, because there are many features in your new version of Word that don't exist in this version. Still, it can be opened, and you will be able to work with it and send it back.

Note The converter works only with Office 2000 SP3, Office XP SP3, and Office 2003 SP1. It works only on the following operating systems: Windows 2000 SP4, Windows XP SP1, and Windows Server 2003.

Saving a Document Created in the New Version of Word in an Older File Format
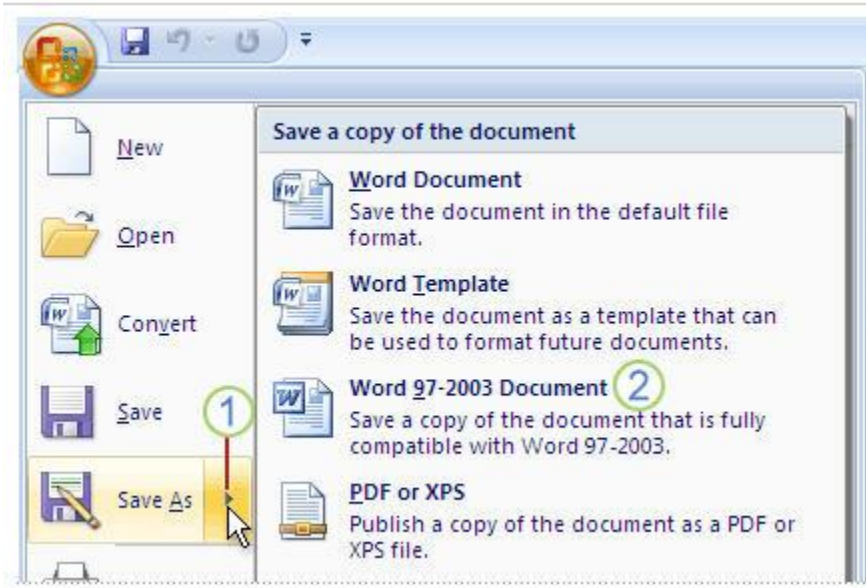
If you're concerned that the recipient's installation of Office 2000 is not fully updated, then you'll want to save your document with an older file format before e-mailing it. Here's how:

1 Click the **Microsoft Office Button**, and on the menu, point to the arrow at the end of the **Save as** command.

2 Click **Word 97-2003 format** on the list of options.

You may get a warning that saving in the older file format will cause certain features to be lost or modified. For example, if your document contains a new diagram, Word will notify you that the diagram will be combined into a single, uneditable object. That way the recipient can at least see the diagram, but won't be able to edit it, because this version of Word doesn't understand how to work with this new feature.

If you are creating a document for others to read but not to edit, you can save the document so that it can be read without using Word. Save the document as a PDF or XPS file, or save it as a Web page.

NOTE You can save a document in other formats that can be opened by a number of text editing programs. Among these formats are plain text (.txt), Rich Text Format (.rtf), and Microsoft Works (.wps). However, saving an Office Word 2007 document in these formats does not reliably preserve the formatting, layout, or other features of the document. Use these formats only if you don't mind losing these aspects of your document. You can choose these formats in the **Save as type** list in the **Save As** dialog box.

Save a document as a PDF or XPS file

You can save as a PDF or XPS file from a 2007 Microsoft Office system program only after you install an add-in.

To save a file in either PDF or XPS format, you must first install the **Save as PDF or XPS add-in** for the 2007 Microsoft Office system. http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en

This download allows you to export and save to the PDF and XPS formats in eight 2007 Microsoft Office programs. It also allows you to send as e-mail attachment in the PDF and XPS formats in a subset of these programs. Specific features vary by program.

This Microsoft Save as PDF or XPS Add-in for 2007 Microsoft Office programs supplements and is subject to the license terms for the 2007 Microsoft Office system software. You may not use this supplement if you do not have a license for the software.

Click the **Microsoft Office Button** , and then point to **Save As**.

1. Click **PDF or XPS**.

2. In the **File name** box, type a name for the file.

3. In the **Save as type** list, select **PDF** or **XPS**.

4. If the document is for viewing online only, you can compress the file size by clicking **Minimum size (publishing online)** next to **Optimize for**.

5. If you want to save just a portion of the document, if you want to include revision marks or document properties, or if you want to automatically create hyperlinks to headings or bookmarks in the document, click **Options**, and then click the options that you want to use.

6. Click **Publish**.

Adjust settings for saving documents

1. Click the **Microsoft Office Button** , and then click **Word Options**.

2. Click **Save**.

3. In the **Save files in this format** box, click the file format that you want to use.

4. Next to the **Default file location** box, click **Browse**, and then click the folder where you want to save your files.

   | NOTE | These options control the default behavior the first time that you use the **Open**, **Save**, or **Save As** command when you start Word. Whenever you save a document, you can override these settings by specifying a different location or format in the **Open**, **Save**, or **Save As** dialog box.

Open and repair a file

If a file has been damaged and you cannot open it by normal means, you may be able to recover its content by using the Open and Repair feature.

1. Click the **Microsoft Office Button** , and then click **Open**.

2. Browse to the file that you want to recover, and click it (do not double-click it).

3. Click the arrow next to the **Open** button, and then click **Open and Repair**.