

Save a document in Word

You can use the **Save** and **Save As** commands to store your work, and you can adjust the settings that Microsoft Word uses to save your documents.

For example, if the document is for your own use and you never expect to open it in an earlier version of Microsoft Word, you can use the **Save** command.

If you want to share your document with people who use software other than Microsoft Word 2010 or Microsoft Office Word 2007, or if you plan to open the document on another computer, you need to choose how and where you want to save the document.

Note If you commonly save documents in a particular place or format, you can [adjust settings](#) so that Word defaults to these choices.

Important If you intend to share the document with other readers, click the **File** tab, click **Check for Issues** next to **Prepare for Sharing**, and then click **Inspect Document** before you save the document. The **Inspect Document** option provides commands that enhance the privacy, security, and authenticity of your document.

Save a document for the first time

1. On the **Quick Access Toolbar**, click **Save** , or press CTRL+S.
2. Type a name for the document, and then click **Save**.

Word saves the document in a default location. To save the document in a different location, select another folder in the list of folders if your computer is running Windows 7, or in **Favorite Links** if your computer is running Windows Vista, or in the **Save in** list if your computer is running Microsoft Windows XP. If you want to change the default location where Word saves documents, [adjust the settings for saving documents](#).

Save an existing document as a new document (Save As)

To prevent overwriting the original document, use the **Save As** command to create a new file as soon as you open the original document.

1. Open the document that you want to save as a new file.
2. Click the **File** tab.
3. Click **Save As**.
4. Type a name for the document, and then click **Save**.

Word saves the document in a default location.

To save the document in a different location, click another folder in the **Save in** list in the **Save As** dialog box. If you want to change the default location where Word saves documents, [adjust the settings for saving documents](#).

Tip To make it easy to use one document as the basis for others, save the document where templates are stored. In the **Save As** dialog box, click **Templates** if your computer is running Windows Vista, or click **Trusted Templates** if your computer is running Windows XP, and then click **Save**. When you want to create a new document, in the **New Document** dialog box, double-click **New from Existing**.

Note Another way to use one document as the basis for others is to save it as a [template](#).

Save a document on a CD

1. Use the **Save** or **Save As** command to save the document to a folder that you can find easily.
2. Insert a blank, writable CD into the CD recorder. Use one of the following:
 - Recordable compact disc (CD-R)
 - Rewritable compact disc (CD-RW)

With rewritable CDs, you can copy data to and erase data from the CD multiple times.

3. Click **Start**, and then do one of the following, depending on your computer's operating system:

Windows 7

1. Click **Computer**.
2. In the list of folders, click the arrow next to **Computer** to expand the list of disk drives.
3. Click the files or folders that you want to copy to the CD, and drag them to the CD recording drive in the list of folders.

Note To select more than one file, hold down CTRL while you click the files that you want.

4. In the **Burn a disc** dialog box, click either **Like a USB Flash drive** or **With a CD/DVD player**, depending on the CD format that you want to use. If you want help with this, click **Which one should I choose?**.
5. Type a name for the CD in the **Disc title** box, and then click **Next**.
6. Follow the instructions on your screen.

Windows Vista

1. Click **Computer**.
2. Click **Folders** to expand the list of folders, and then click the arrow next to **Computer** to expand the list of disk drives.

3. Click the files or folders that you want to copy to the CD, and drag them to the CD recording drive in the list of folders.

Note To select more than one file, hold down CTRL while you click the files that you want.

4. In the **Burn a disc** dialog box, click either **Live File System** or **Mastered**, depending on the CD format that you want to use. If you want help with this, click **Which CD or DVD format should I choose?**.
5. Type a name for the CD in the **Disc title** box, and then click **Next**.
6. Follow the instructions on your screen.

Windows XP

1. Click **My Computer**.
2. On the **View** menu, point to **Explorer Bar**, and then click **Folders**.
3. Click the files or folders that you want to copy to the CD, and drag them to the CD recording drive in the list of folders.

Note To select more than one file, hold down CTRL while you click the files that you want.

4. Double-click the CD recording drive. Windows XP displays a temporary area where the files are located before they are copied to the CD. Verify that the files and folders that you intend to copy to the CD appear under **Files Ready to be Written to the CD**.
5. Under **CD Writing Tasks**, click **Write these files to CD**. Windows starts the CD Writing Wizard. Follow the instructions in the wizard.

Notes

- Do not try to copy more files to the CD than it will hold. Check the CD packaging to see the capacity of each CD. For files that are too large to fit on a CD, you can copy files to a recordable DVD (DVD-R or DVD+R) or rewritable DVD (DVD-RW or DVD+RW). However, Windows XP does not support copying to a DVD, so you must use DVD authoring software.
- Make sure that you have enough disk space on your hard disk to store the temporary files that are created during the CD-writing process. For a standard CD, Windows reserves up to 700 megabytes (MB) of the available free space. For a high-capacity CD, Windows reserves up to 1 gigabyte (GB) of the available free space.
- After you copy files or folders to the CD, you can view the CD to confirm that the files were copied.

Save a document so that it can be opened in an earlier version of Word

If you save your document in the default .docx file format, users of Microsoft Word 2003, Word 2002, and Word 2000 must install the [Microsoft Office Compatibility Pack for Word, Excel, and](#)

[PowerPoint 2007 File Formats](#) to open the document. Alternatively, you can save the document in a format that can be opened directly in earlier versions of Word — but formatting and layout that depend on new features in Word 2010 might not be available in earlier versions. For more information on which features are available in earlier versions of Word, see [Create a document that can be used by earlier versions of Word](#).

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, type a name for the document, and then click **Save**
4. In the **Save as type** list, click **Word 97-2003 Document**. This changes the file format to .doc.
5. Type a name for the document, and then click **Save**.

Save a document in alternative file formats

If you are creating a document for others you can make them readable and not editable, or you can make them readable and editable. If you want a document to be readable but not editable, save the document as a PDF or XPS file, or save it as a Web page. If you want your document to be readable and editable, but prefer a file format other than .docx or .doc, you can use formats such as, plain text (.txt), Rich Text Format (.rtf), OpenDocument Text (.odt) and Microsoft Works (.wps).

PDF and XPS PDF and XPS are formats that people can read in widely available viewing software. These formats preserve the page layout of the document.

Web pages Web pages are displayed in a Web browser. This format does not preserve the page layout of your document. As someone resizes the browser window, the layout of the document changes. You can save the document as a conventional Web page (HTML format) or as a single-file Web page (MHTML format). With HTML format, any supporting files (such as images) are stored in a separate folder that is associated with the document. With MHTML format, all supporting files are stored together with the document in one file. The MHTML format is supported by Microsoft Internet Explorer 4.0.

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), OpenDocument Text (.odt) and Microsoft Works (.wps). However, saving an Office Word 2007 or later 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

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, type a name for the file.
4. In the **Save as type** list, select **PDF** or **XPS Document**.

5. If the document is for viewing online only, you can compress the file size by clicking **Minimum size (publishing online)** next to **Optimize for**.
6. 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.
7. Click **Save**.

Save a document as a Web page

1. Click the **File** tab.
2. Click **Save As**.
3. If you are publishing the document to a Web server, browse to the server name, and click it (do not double-click it).
4. In the **File name** box, type a name for the file.
5. In the **Save as type** box, click **Web Page** or **Single File Web Page**.

Note If you save the document as a Web page (HTML format) and later want to move it or send it as an e-mail message attachment, you must remember to include the folder that contains any supporting files. This folder has the same name as the file name of the document. If you save the document as a Single File Web Page file, all the information is contained in the document.

6. Click **Save**.

Save a document in the OpenDocument Text format

1. Click the **File** tab.
2. Click **Save As**.
3. In the **File name** box, type a name for the file.
4. In the **Save as type** box, click **OpenDocument Text**.

Note If you want to retain a version of the file as a Word document, you must save it as a Word document (for example, .docx file format) before you close Word.

5. Click **Save**.

Adjust settings for saving documents

1. Click the **File** tab.
2. Under **Help**, click **Options**.
3. Click **Save**.
4. In the **Save files in this format** box, click the file format that you want to use.
5. 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.