

Word 2007 Saving a Word Document

Just like you might hold on to a paper copy of an important document that is given to you, filing it away in a folder in a filing cabinet so that you can find it again when you need it, you will want to save an electronic copy of many of the Word documents you create.

Save As and Save

Save As – The Save As menu-option allows you to give your document a **file name** as you save it. It also allows you to set the **location** on your computer (or on a connected storage device) where you would like to store the document. Those are the two most important things to pay attention to as you use Save As: Where do you want to save the file and what do you want to name it? Save As also allows you to set what **file type** the document is saved as. The default file type for Word 2007 is .docx, but Word is able to save the file as a large number of other file types.

If you are working with an existing document that has already been saved, using Save As and choosing to save the file under a different file name, or in a different location, or as a different file type, will **create a separate copy** of the file. The original file will not be written over with any changes that you have made. If you use the same file name, location and file type as the original file, the changes you make will be saved to the original file.

Save – The Save menu-option allows you to save the changes you have made to your document in one step. If a document has never been saved before, clicking on Save will open up the Save As dialogue box, because Word needs to know where you want to save the file, and what you want to call it. After a file has been saved that first time, clicking the Save will immediately save any changes you have made to the original document, without prompting you with any dialogue boxes.

Saving a Word Document

To save the document that you currently have open in Word, click on the **Office Button** and click on the **Save** icon. (The very first time a new document is saved, this will open up the Save As dialogue box—see the next section for more information.)

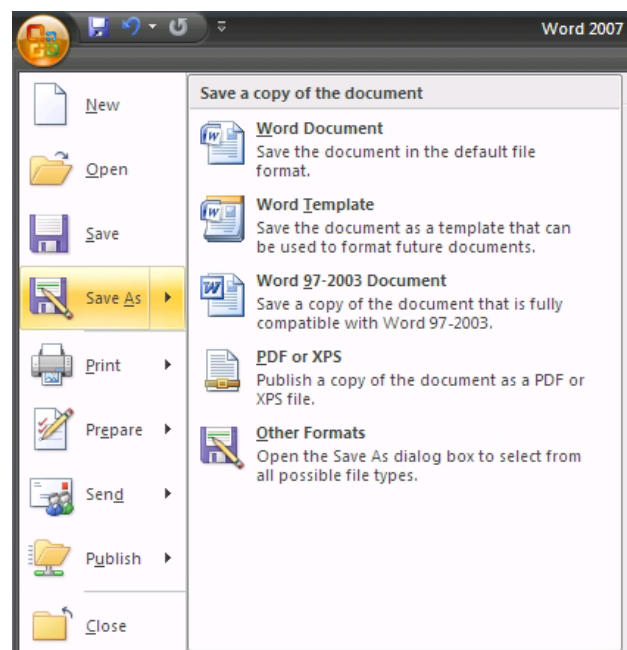


figure 1 – Save and Save As on the Office Button Menu

Alternate methods for saving your document: Click on the **Save** icon on the **Quick Access Toolbar** (just to the right of the Office Button). OR, use the keyboard shortcut for saving the document: **Ctrl + s** (hold the Ctrl key down, and press the s key).

The Save As Dialogue Box

To save the document you currently have open in Word with Save As, click on the **Office Button** and Click on the **Save As** icon; this will open the **Save As Dialogue Box**. (Note: If you just point at the Save As icon, rather than clicking on it, a sub-menu appears that allows you to choose between a few different file types (see figure 1 on the previous page) You can choose one of these to pull up the Save As Dialogue Box, already set to save as that file type.)

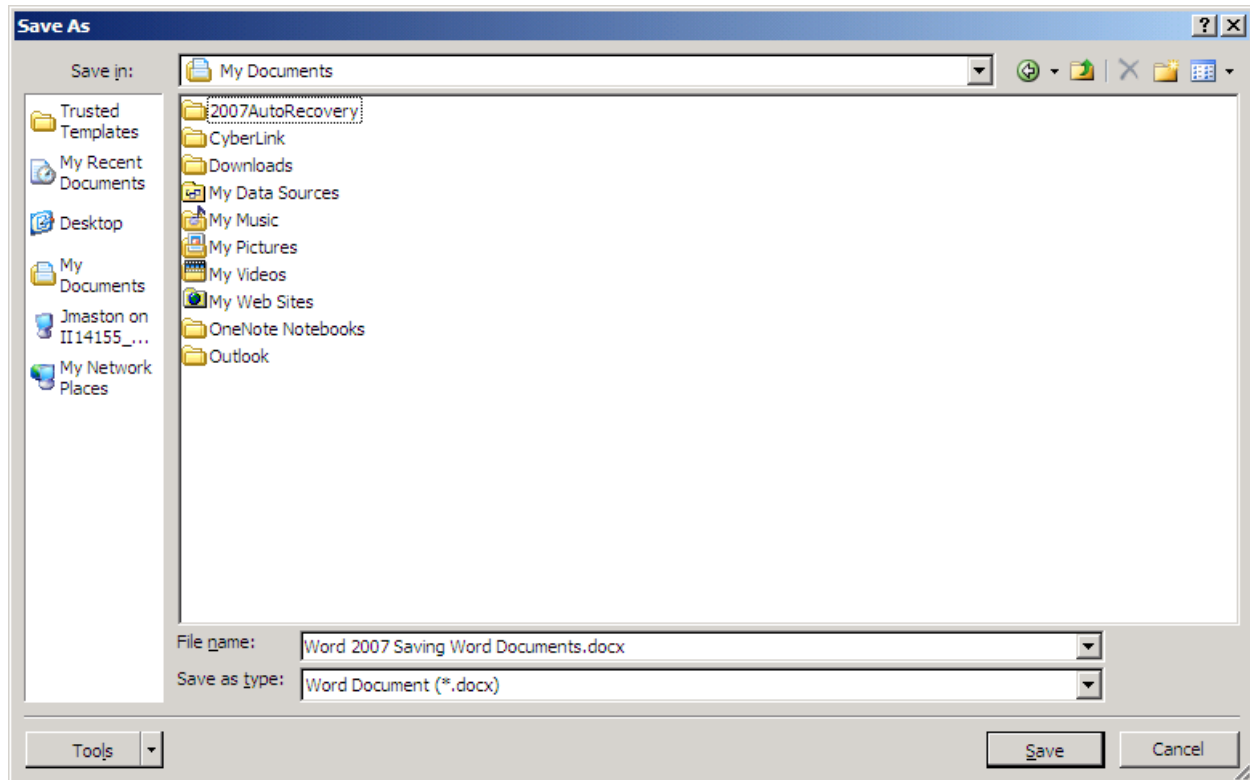


Figure 2 – The Save As dialogue box

There are three fields that you should pay attention to while using the Save As dialogue box:

Save In: This field shows you the location on your computer (or connected storage device) where the file will be saved. You can click the drop down arrow on the Save in field to change the location where the file is being saved. You can also double click on the folders that are displaying to browse into those folders. The folder name that is displaying in the Save In field is the folder where your document will be saved.

File name: Type the name you want to give the file here. It is a good idea to pick a name that is descriptive of the document so that it is easy to identify what the document is when you are wanting to open it again.

Save as type: This field allows you to choose what file type the document is saved in. The default file type for Word 2007 is Word Document (*.docx). If you wish to save the document in a different file type than this, click the drop down arrow and pick from one of the options listed there.

Once you have selected the location you wish to save the file, named the file, and selected the file type, click the **Save** button to finish saving your document.

Additional Controls in the Save As Dialogue Box

There are a number of icons and buttons in the Save As dialogue box that aid you in the process of saving your document, and provide you with additional save options. (Refer to Figure 2.)

Shortcuts - Down the left side of the Save As dialogue box, there are a list of icons that allow you to quickly browse to some of the most commonly accessed locations on your computer. Clicking on the **My Documents** icon from this list, for example, will take you to your My Documents folder (The Save In location will change to your My Documents folder, and you will see the contents of the My Documents folder displayed in the main area of the dialogue box.)



Back – If you have browsed to a different “save in” location, clicking the back button takes you back to the folder you were looking just prior the folder you are currently viewing. (It’s the same idea as the Back button on a web browser.)



Up One Level – This button moves you up one folder level. (For example if you are viewing the letters folder, located at D:\docs\letters\, clicking the Up One Level button would move you from the letters folder to the docs folder.)



Delete – If you select a file or folder within the Save As dialogue box, you can click the delete icon to delete it from your computer. The Delete button on your keyboard will also delete a selected file.



Create New Folder – Clicking this icon will create a new folder within the folder you are viewing in the Save As dialogue box.



Views – This lets you choose how you view the files and folders that are displayed in the Save As dialogue box. There are eight different views, including Thumbnails, Icons, List, and Details. Details view allows you to sort the files by clicking on the detail column headings.

Tools – The Tools button in the bottom left-hand corner of the Save As dialogue box gives you access to some additional settings related to how your document is saved, such as compressing the pictures within your document to reduce the document’s file size.

More on File Types

The default file format that Word 2007 saves in is .docx. Older versions of Word require an upgrade, called the Microsoft Office Compatibility Pack, in order to be able to open files saved in the .docx format. This Compatibility Pack is available as a free download from Microsoft.

If you are sending your document to someone electronically and you aren’t sure if they have Microsoft Word 2007 installed on their computer, you may want to save your file in a different file type before you send it. Otherwise, the person receiving the .docx file may not be able to open the file when they receive it.

The default file format for earlier versions of Word is .doc. This is listed as Word 97-2003 Document (*.doc) in the Save As Type field of the Save As dialogue box. Any version of Word from 97 onward can open files saved in this type. Other, non-Microsoft, word processors are more likely to be able open a .doc file than a .docx file.

One good choice of file type, if you aren't sure what software the document will need to be opened in, is Rich Text Format (*.rtf). The .rtf file type should be able to be opened by pretty much any word processor.

If have a little bit more advanced document layout, including things like tables or charts, your formatting may change somewhat when you save in a different file type. For most basic documents, you shouldn't notice too much difference in the way your document looks if you choose to save in a different file type (like .rtf or .doc).