

Word Options

General

Display

Proofing

Save

Typography

Language

Advanced

Customize Ribbon

Quick Access Toolbar

Add-Ins

Trust Center

Customize how documents are saved.

Save documents

Save files in this format: Word Document (*.docx)

☒

Save AutoRecover information every

10

minutes

☒ Keep the last autosaved version if I close without saving

AutoRecover file location: C:\Users\Ugur\AppData\Roaming\Microsoft\Word\

Default file location: C:\Users\Ugur\Documents\

Offline editing options for document management server files

Save checked-out files to:

☐ The server drafts location on this computer

☒ The Office Document Cache

Server drafts location: C:\Users\Ugur\Documents\SharePoint Drafts\

Preserve fidelity when sharing this document:

Document1

☐ Embed fonts in the file

☐ Embed only the characters used in the document (best for reducing file size)

☒ Do not embed common system fonts

OK

Cancel