

General

Display

Proofing

Save

Language

Ease Of Access

Advanced

Customize Ribbon

Quick Access Toolbar

Add-ins

Trust Center

Save documents

Save files in this format:

Word Document (*.docx)

☒ Save AutoRecover information every 10 minutes☒ Keep the last AutoRecovered version if I close without saving

AutoRecover file location:

C:\Users\DT168\AppData\Roaming\Mic

Browse...

☐ Don't show the Backstage when opening or saving files☒ Show additional places for saving, even if sign-in may be required.☐ Save to Computer by default

Default local file location:

C:\Users\DT168\Documents\

Browse...

Default personal templates location:

C:\Users\DT168\Documents\Custom Office Templates\

Offline editing options for document management server files

Save checked-out files to: ⓘ

☐ The server drafts location on this computer

OK

Cancel