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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\Nancy\AppData\Roaming\Microsoft\Word\

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\Nancy\Documents\

Browse...

Default personal templates location:

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

## 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\Sandra\Documents\SharePoint Drafts\

Browse...

Preserve fidelity when sharing this document:



Manual Microsoft Word Intermediate Ad...

☐ Embed fonts in the file ⓘ☐ Embed only the use characters used in the document (best for reducing file size)☐ Do not embed common system fonts

OK

Cancel