

General
Display
Proofing
Save
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\Bligh\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\Bligh\Documents\My Word Docs\

Browse...

Default personal templates location:

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\Bligh\Documents\SharePoint Drafts\

Browse...

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

Select your location to save normal docs.

Select for Template location

OK

Cancel