

01c Saving + Sharing Documents

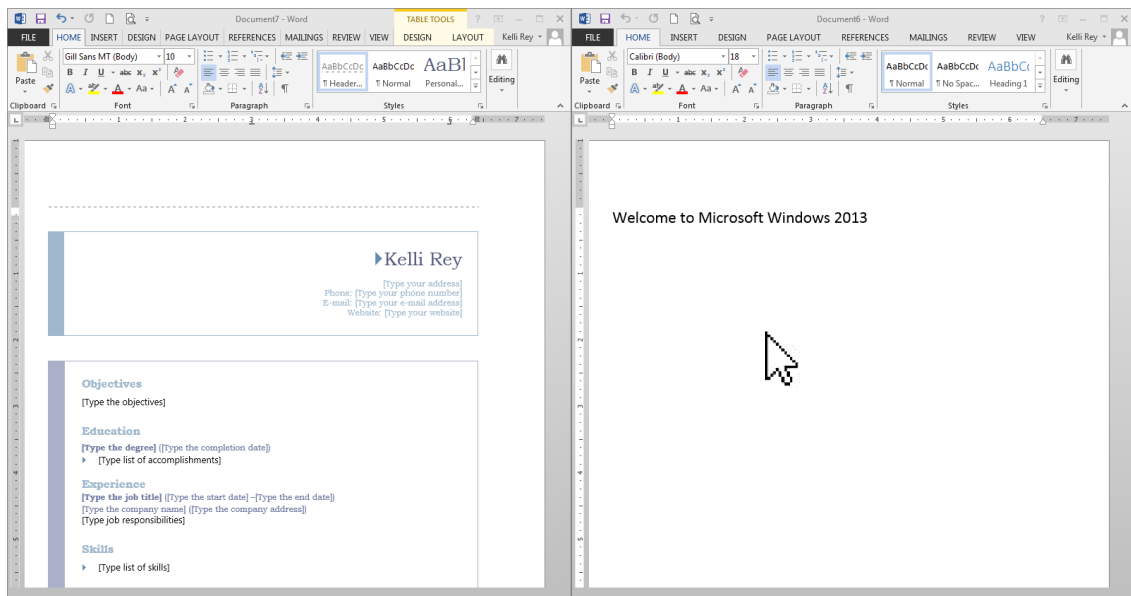
Introduction

Whenever you create a new document in Word, you'll need to know how to **save** in order to access and edit it later. You can save files to your **computer**. You can even **export** and **share** documents directly from Word.

Play the video by clicking the link below:



- Click the **Welcome to Microsoft Windows 2013** document.



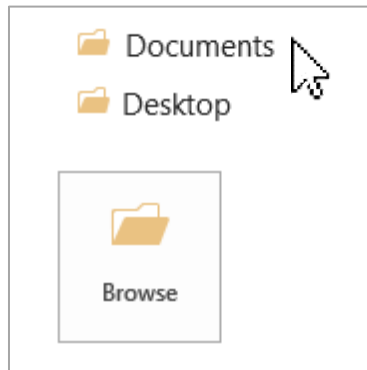
- Save the document by clicking **File**.



- Click **Save As**.



- In the Backstage view, click the **Documents** Folder.



- Check out the bar at the top of the window. It will always show you the **path** of where you are in the computer. In this example, you are in the **Documents** folder.

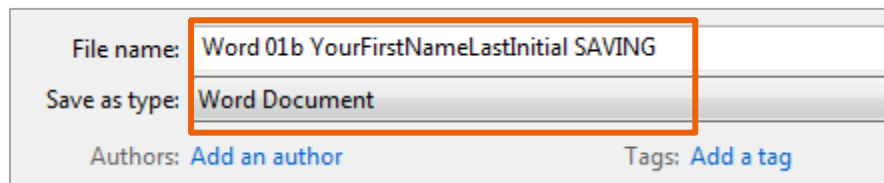


- Rename** your document by typing the document name in the *File Name* box at the bottom of the window. The file name should look like this:

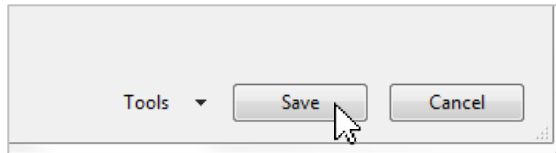
Word 01b YourFirstNameLastInitial SAVING

(type your first name + last initial)

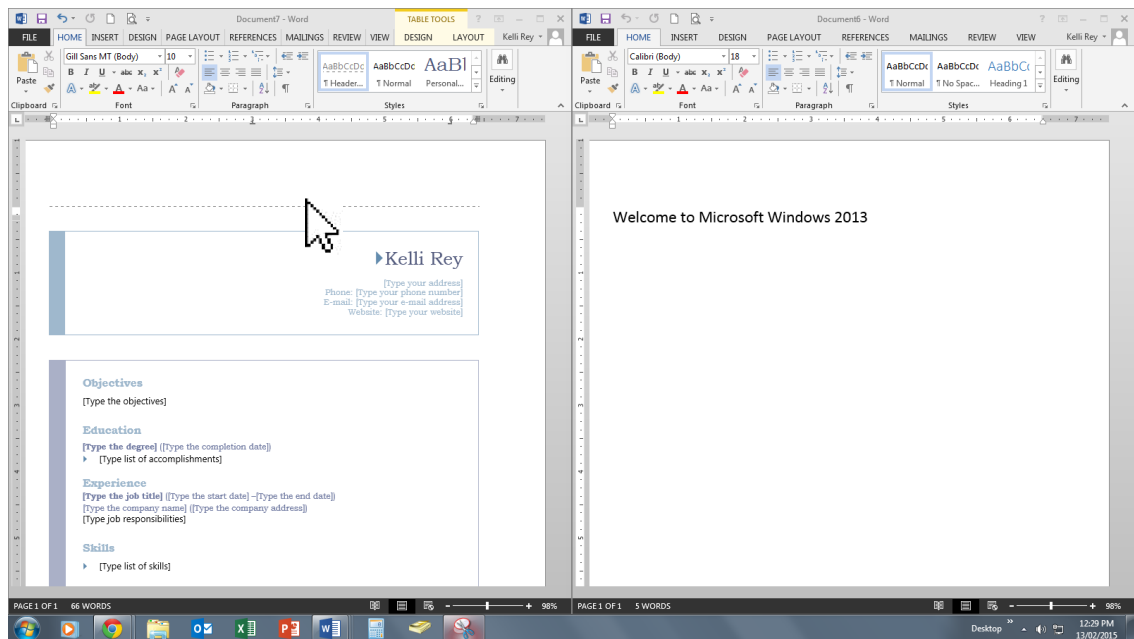
- Save as type: *Word Document*



- Click the **Save** button at the bottom of the window (your file will be saved in your **Documents Folder**).
Keep the document **open**.



- Click the **Resume Document**.



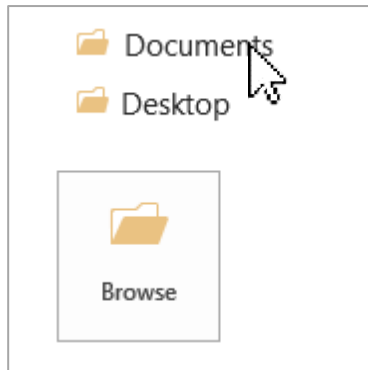
- We will pretend you typed all of your information into the Resume template.
- Save the document by clicking the **File Tab**.



- Click **Save As**



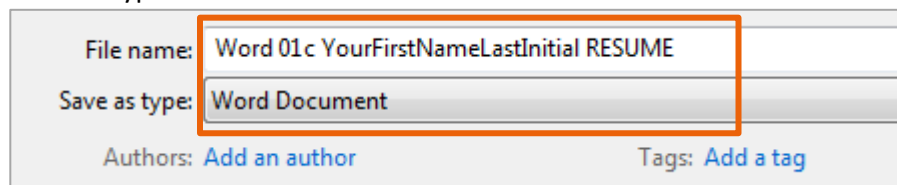
- In the Backstage view, click the **Documents** Folder.



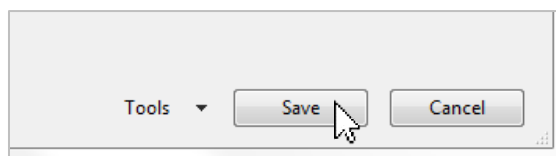
- Rename** your document by typing the document name in the *File Name* box at the bottom of the window. The file name should look like this:

Word 01c YourFirstNameLastInitial RESUME

- Save as type: *Word Document*



- Click the **Save** button located at the bottom of the window (your file will be saved in your Documents Folder). Keep the document open.



Covertng a Word Document to a different file format:

If someone **requested a copy** of your resume to view on their computer but they did not have Microsoft Word, would they be able to open your resume? Unfortunately, they will not be able to open and view your resume as they need **Microsoft Word** or other Word Processing software to open your resume document.

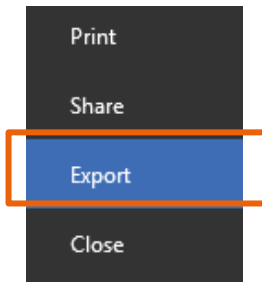
To get around the problem of software compatibility from computer to computer, you will convert your resume to a **PDF file**.

PDF's (portable document format) can be made from all types of software programs. Because PDF documents can be accessed by any computer user by using a free document reader, numerous software compatibility issues are eliminated when you send someone a file to view.

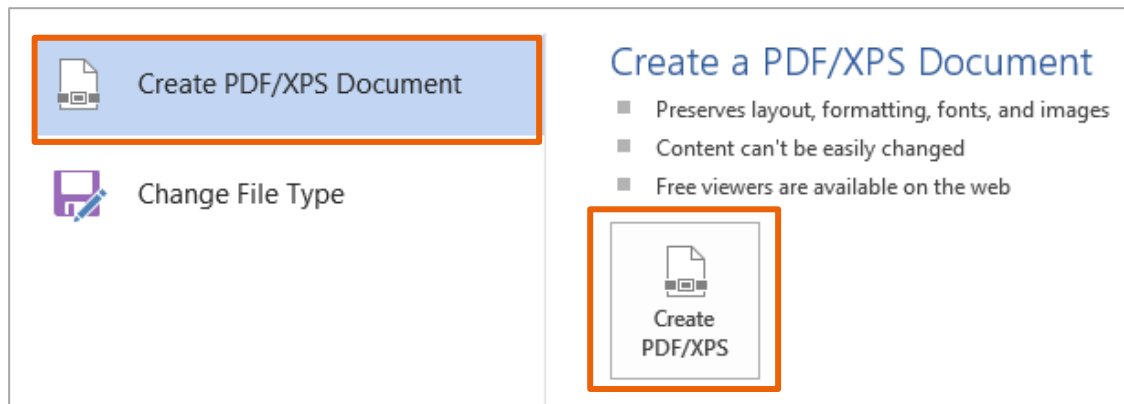
- Export the resume document as a .pdf by clicking the **File Tab**



- Click **Export**



- Click **Create PDF/XPS Document** then click **Create PDF/XPS Document** icon.

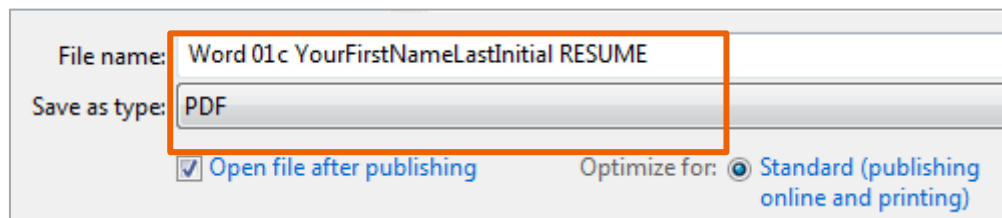


- Rename your document by typing the name in the *File name* box:

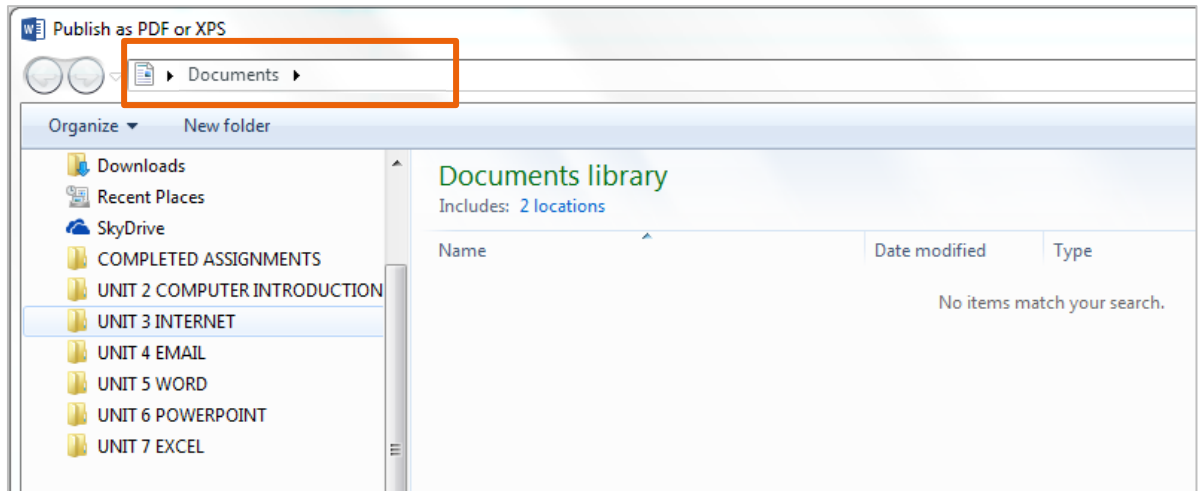
Word 01c YourFirstNameLastInitial RESUME

Save as type: *PDF*

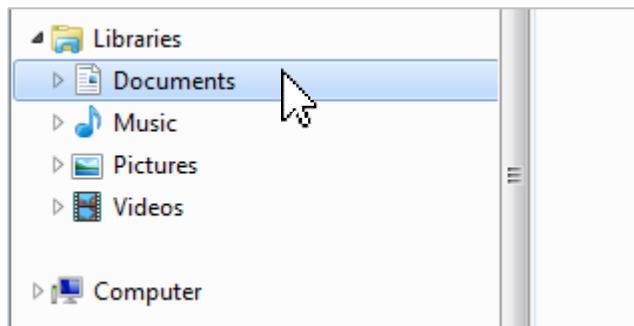
Checkmark: *Open file after publishing*



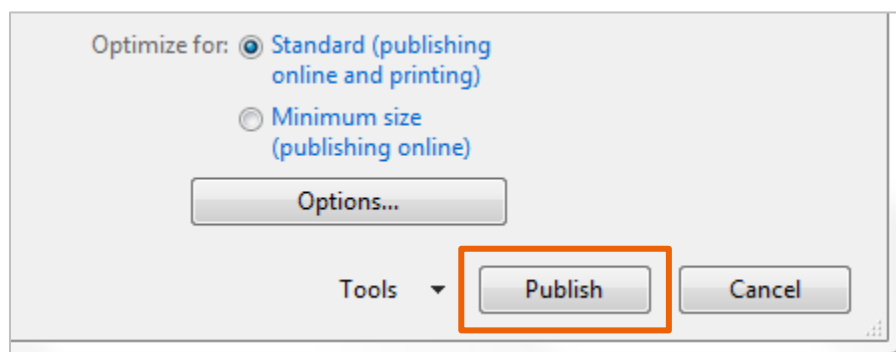
- Save the file in your **Documents** folder. Check the top window to see what folder you are in. As shown below, the last folder on the list is the folder you are currently in – Documents.



- If you are not in your Documents folder, simply click on the **Documents folder** in the library list in the left column of the window.



- At the bottom of the window, click **Publish** to make the PDF file.



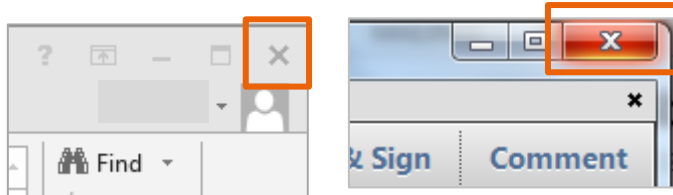
The pdf file will **open** on your screen.

There are **two ways** to close a file:

Clicking the **File Tab**, then **Close** in the menu will close only the document. The application will stay open. If you continue to use the application, you would save some time as you won't have to re-launch the application.

Clicking the **X** on the top right corner of the document will close the document and the application.

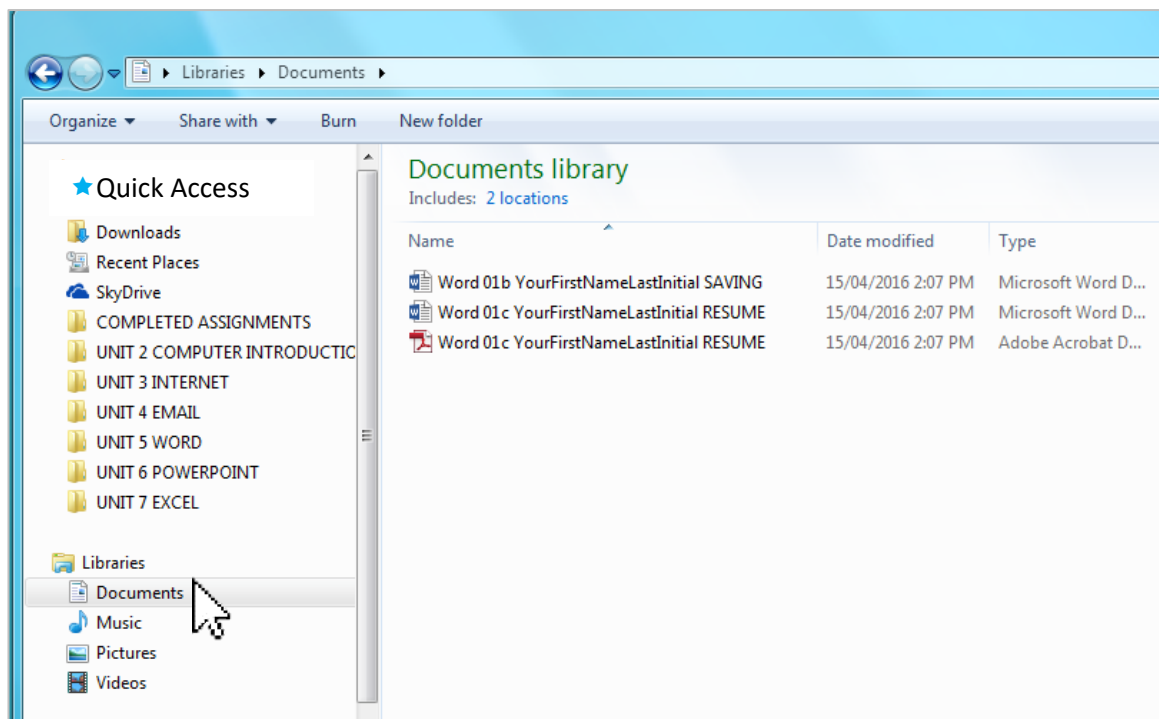
- Close all 3 documents by **clicking the X** in each window.



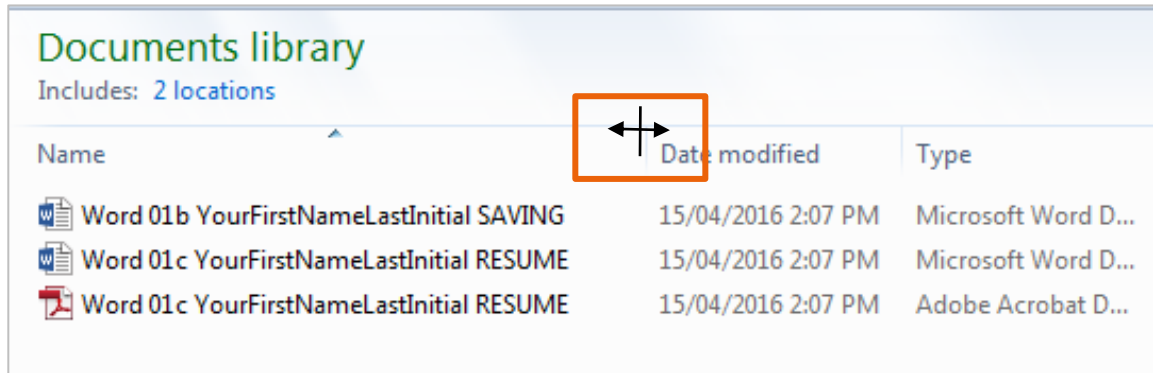
- Go back into your **Documents** folder by left clicking the **File Explorer** icon.



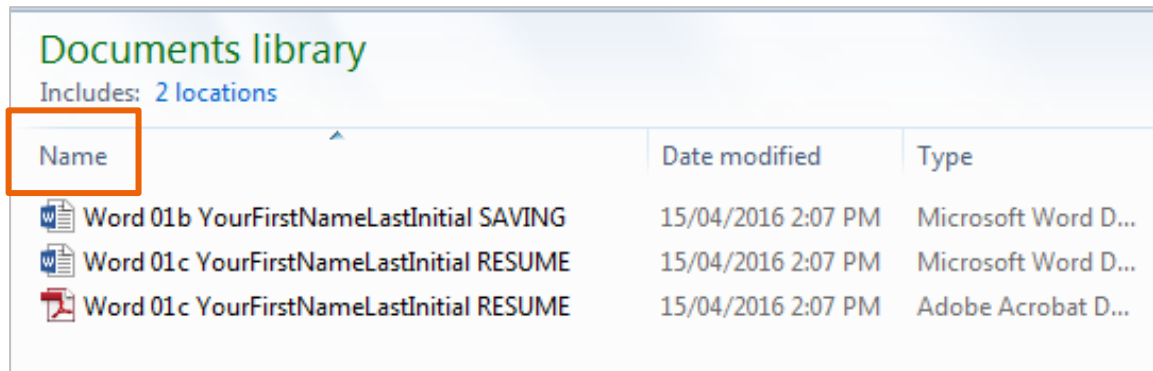
- Click on your **Documents** folder.



- Your **Document folder** should contain **3 files** as listed below.
- If you can't read the entire file name, **click, hold** and **drag** the light blue line on the column edge to widen the column width.



- Clicking on the column title *Name* will **list your files in order** by lowest number and/or letter. Clicking on the column name **twice** will reverse the order.



- Clicking on the other column titles such as *Date modified* will list the files based on which file was most recently modified.

This **icon** represents a Microsoft **Word 2013 document**.



This **icon** represents an Adobe Acrobat **PDF document**.

