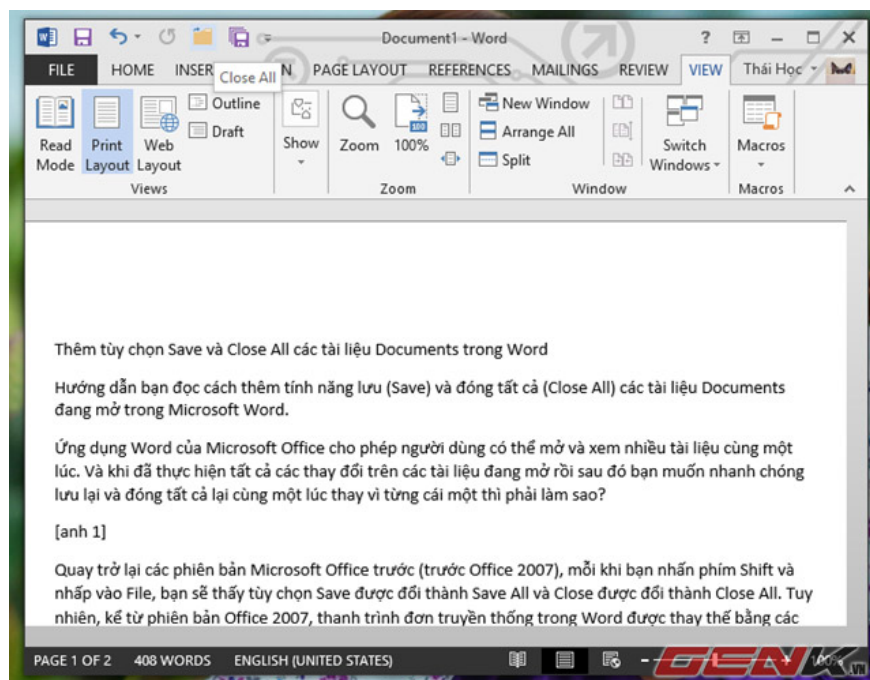


Add Save and Close options All Documents documents in Word

Microsoft Office Word application allows users to open and view multiple documents at the same time. And when you have made all the changes on the open documents then you want to quickly save and close them all at once instead of one by one?

Instruct you to read how to add a save feature (Save) and close all (Close All) documents Documents are open in Microsoft Word.

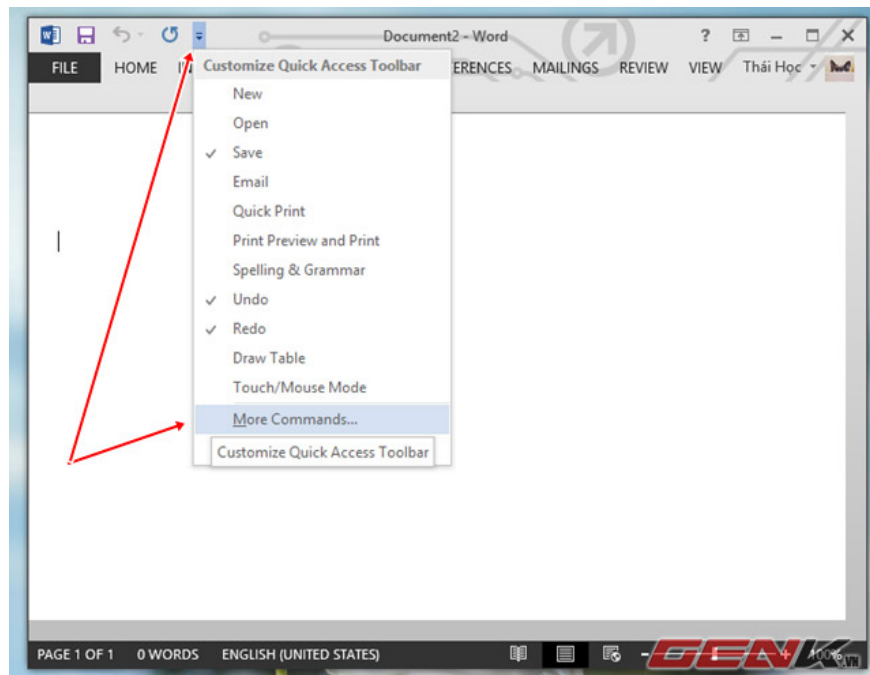
Microsoft Office Word application allows users to open and view multiple documents at the same time. And when you have made all the changes on the open documents then you want to quickly save and close them all at once instead of one by one?



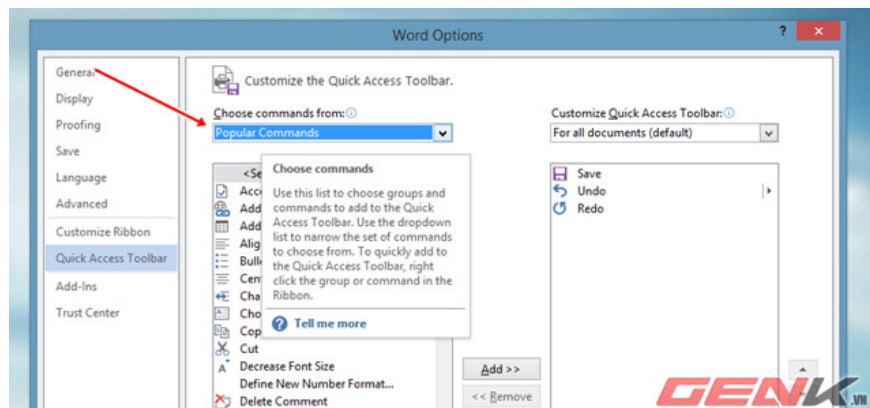
Back to previous Microsoft Office versions (before Office 2007), every time you press the **Shift** key and click **File**, you will see the **Save** option changed to **Save All** and **Close** changed to **Close All**. However, since Office 2007 version, the traditional menu bar in Word is replaced with ribbon icons and you cannot find the familiar Save All and Close All options again.

But don't worry, Microsoft retains these two options and hides them in the custom Quick Access Toolbar group. If you still want to continue using them, you can refer to the following:

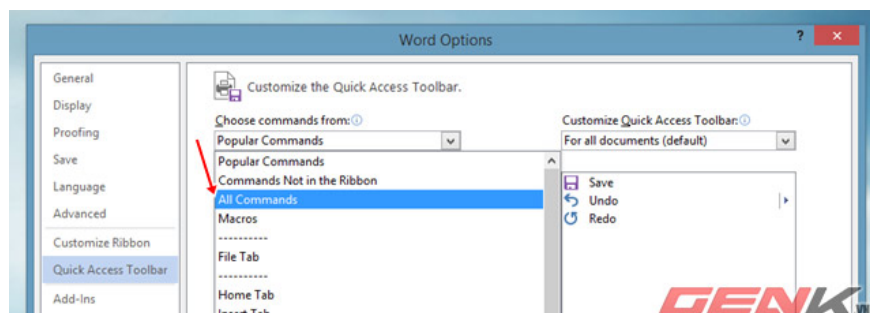
Start the Word application and click the **arrow on the top left corner** of the Quick Access Toolbar and click the **More Commands** option .



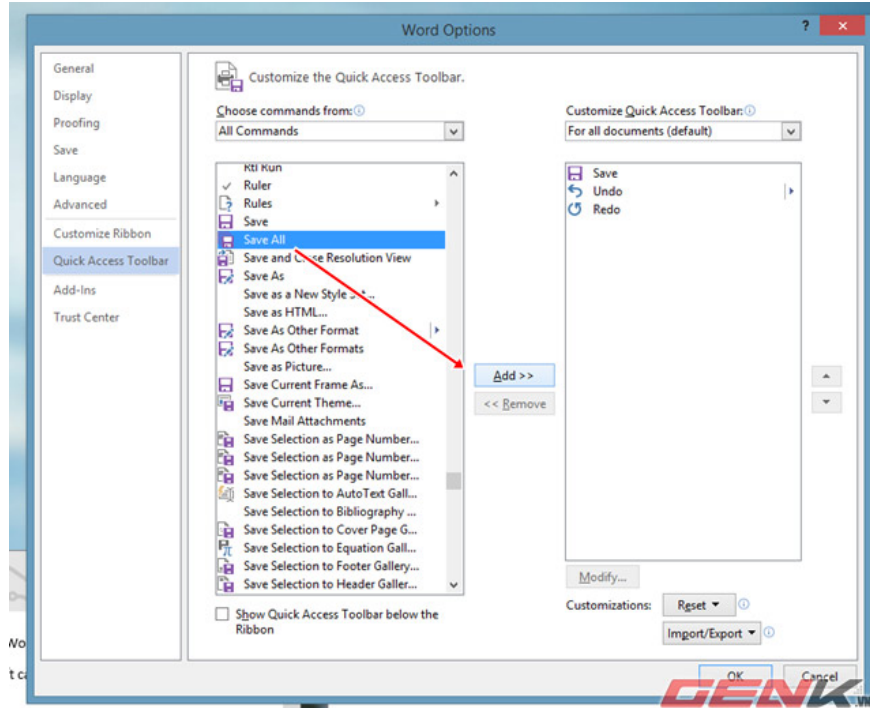
The **Word Options** dialog box that appears with the group customize the **Quick Access Toolbar** is opened. Now click on the **Choose commands from** line and click on it to open the list of options.



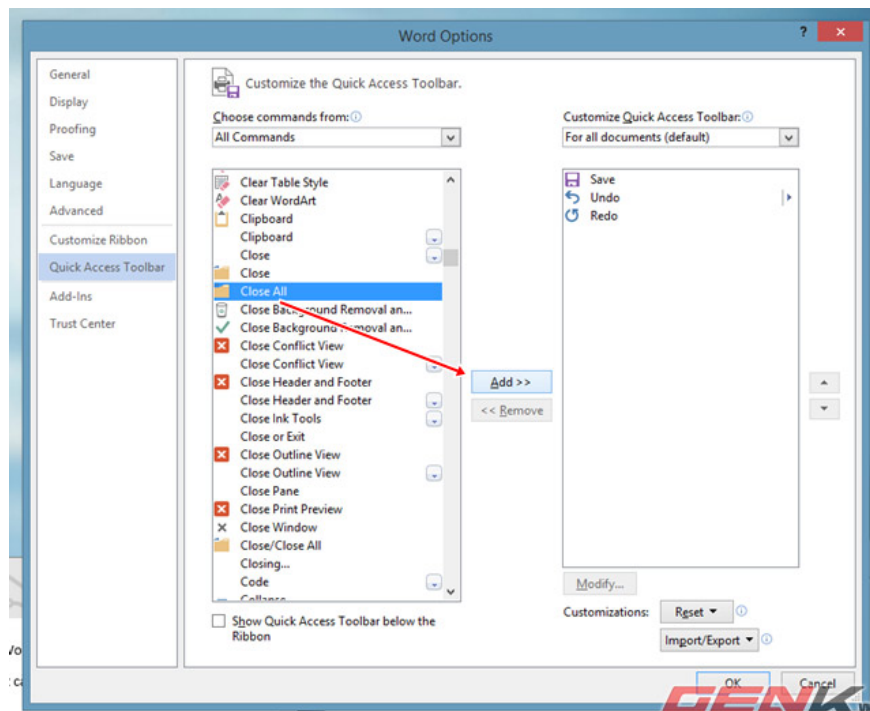
Click on the **All Commands** option .



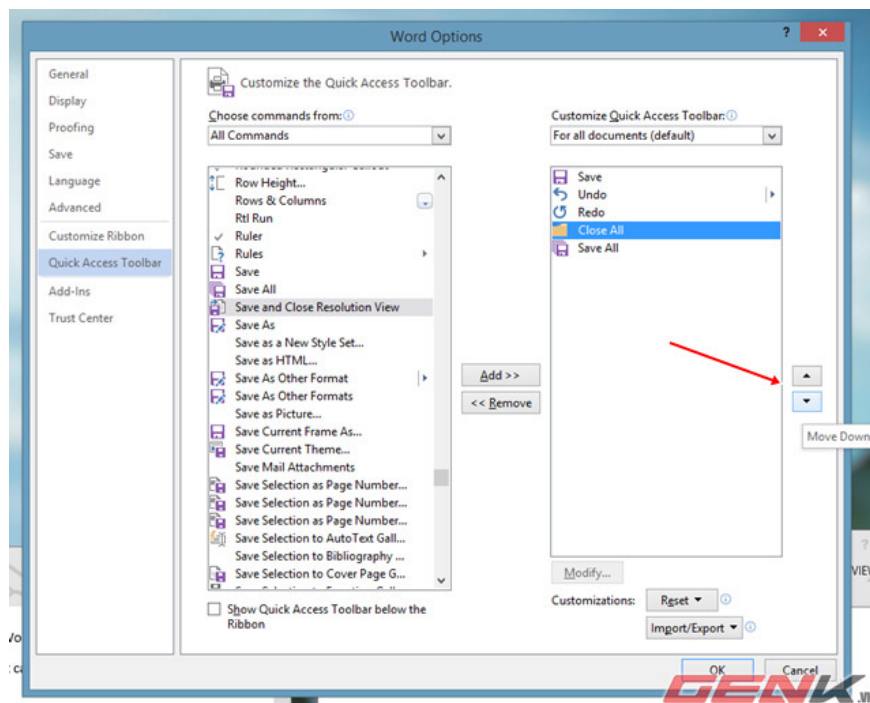
Now look for commands like **Save All** and click **Add** .



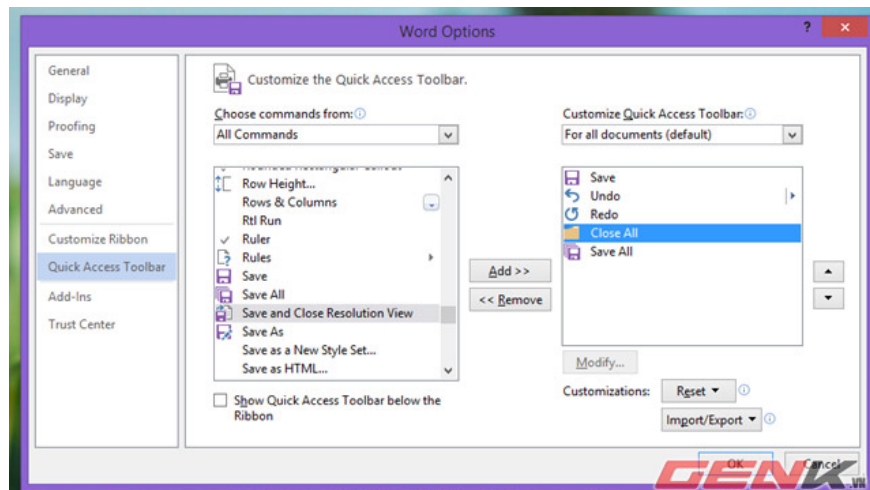
And **Close All** .



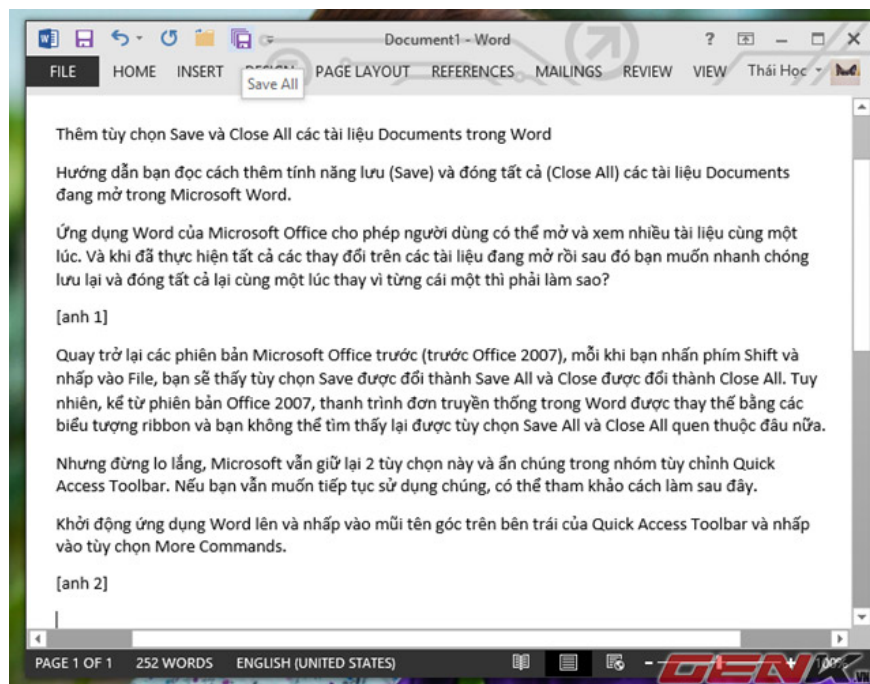
When the 2 options are located in the right pane, proceed to click the **2 up and down arrows** to set the positions of the orders depending on your purpose.



When everything is up to you, press **Ok** to save.



That's it, now 2 Save All and Close All commands are back on the Quick Access Toolbar.



Pretty simple, isn't it?

You finished reading the article "**Add Save and Close options All Documents documents in Word**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.