

# Complete guide Word 2016 (Part 2): Get familiar with OneDrive, create, save and share documents

Many new features on Office are aiming to save and share files online. OneDrive is Microsoft's online storage space that you can use to save, edit and share your documents and other files.

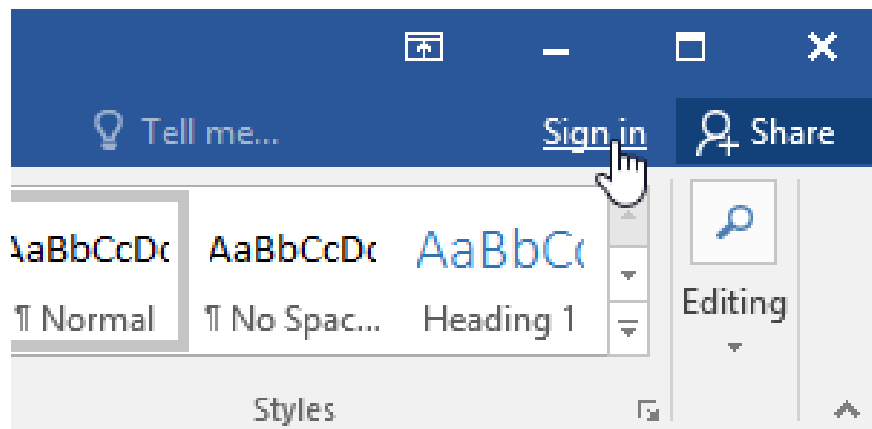
In addition, you can access OneDrive on devices like computers, mobile phones or other devices you use.

## Part 1: Get familiar with OneDrive

To start using OneDrive, all you need to do is set up a free Microsoft account (in case if not yet).

If you do not have a Microsoft account, you can refer to the steps to create a Microsoft account here.

After you have a Microsoft account, the next step you need to do is sign in to Office. Just click **Sign in** at the top corner of Windows window.



### 1. The benefits of using OneDrive

After logging in to your Microsoft account, you can do some of these with OneDrive:

- **Access files anywhere:** When saving files on OneDrive, you can access those files on any device such as a connected computer, tablet or smartphone Internet. Also you can create a new text document on OneDrive.
- **Backup files:** When storing files on OneDrive also provides you with additional layers of data and file protection. If any problems occur on your computer, OneDrive will store the files securely and you can access them.

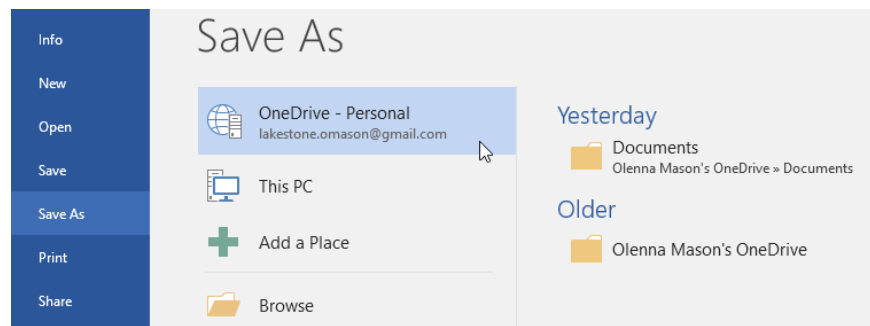
- **Share files** : You can easily share files on OneDrive with friends, relatives and colleagues. In addition, you can choose to edit or just read the file or not.

## 2. Save and open the file

After logging in to your Microsoft account, OneDrive will display as an option whenever you open or store a file.

Also you still have the option to store the files on the computer. But however, storing files on OneDrive allows you to access on any other device, and allows you to share those files with friends, relatives and colleagues.

For example, when you click **Save As** , you can choose storage locations like **OneDrive** or **This PC**.



## Part 2: Create and open documents

### 1. Introduction

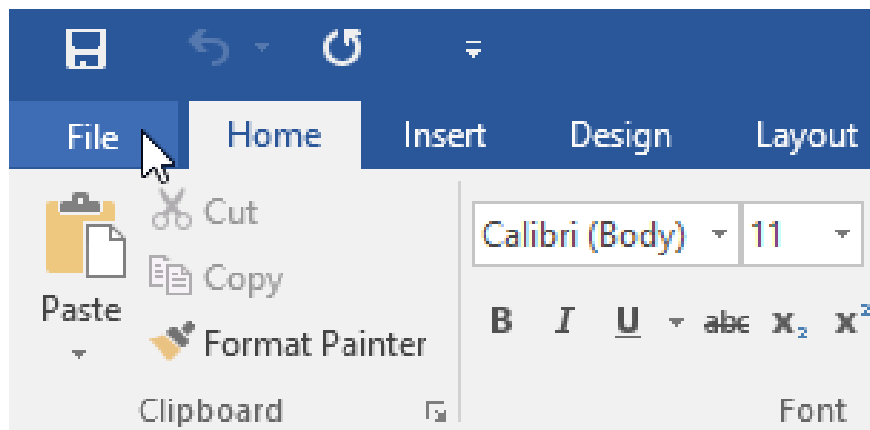
Word files are also called documents. Whenever you open a new project on Word, you will have to create a new blank document or from a template.

Readers can refer to the steps to create and open documents in Word in the video below:

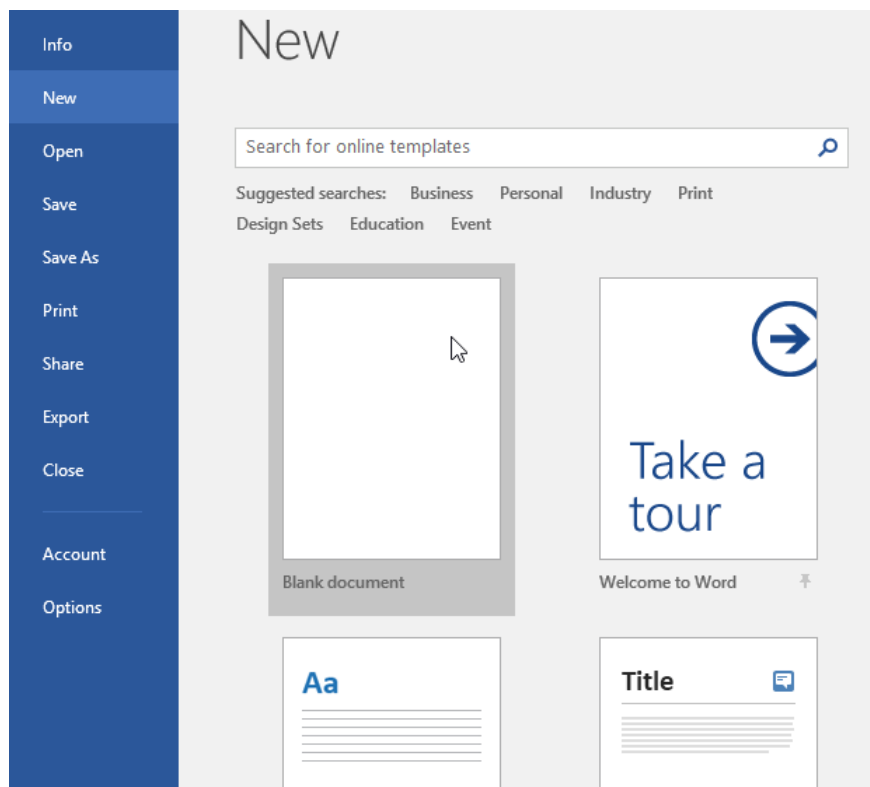
### 2. Create a blank document

When starting a new project on Word, the first step is to open a blank document.

a. Select the **File tab** to access the **Backstage view** .



b. Select **New** , then select **Blank document** .



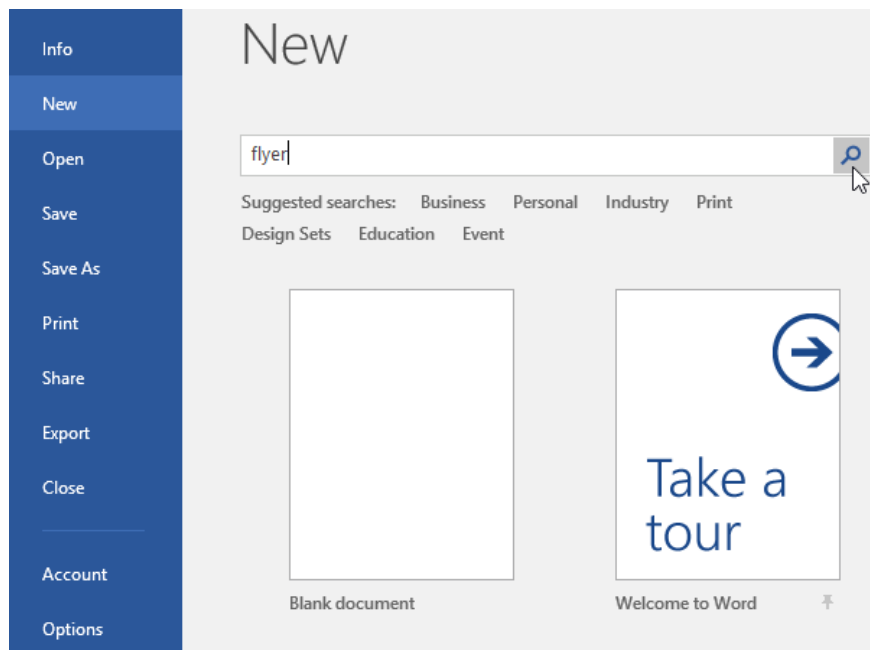
c. A blank document will appear on the screen.

### 3. Create a new document from Template

Templates designed and pre-documented, users can use the Template to create a new document quickly. Templates often include custom formats and designs, which can save you some time and effort when opening a new project.

a. Click the **File tab** to access the **Backstage view** , then select **New** .

b. Now, under the **Blank document** , a series of Templates will appear. You can use the Search bar to search for specific templates. In the example below is a Search Template named **Flyer** .



c. You can choose a Template to preview.

d. And a preview of the Template will appear on the screen. Click **Create** to use the selected Template.

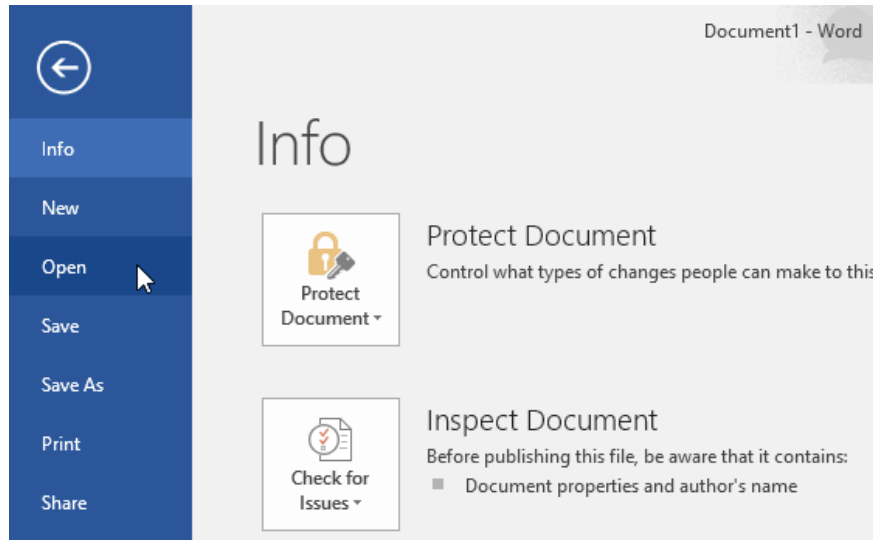


e. A new document will appear with the Template you selected.

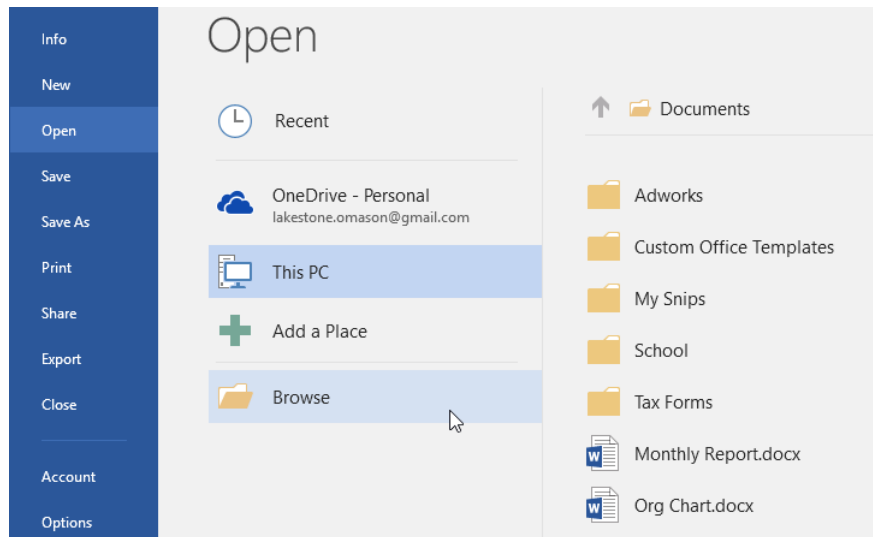
## 4. Open an existing document

In addition to creating a new document, you will often have to open an existing document that you previously saved.

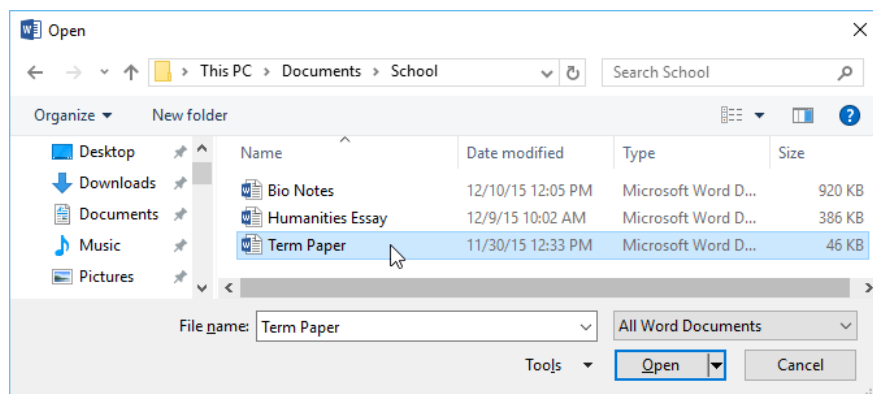
a. Navigate to the **Backstage view** , then click **Open** .



b. Select **This PC** , then click **Browse** . Or alternatively you can choose **OneDrive** to open the archived file on OneDrive.



c. Now the Open dialog box appears, navigate and select your document, then click **Open** .



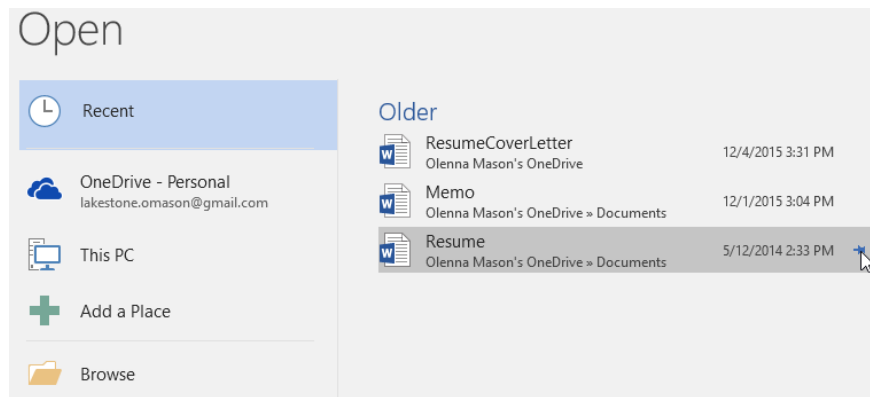
d. The document you selected will appear on the screen.

## 5. How to pin a document?

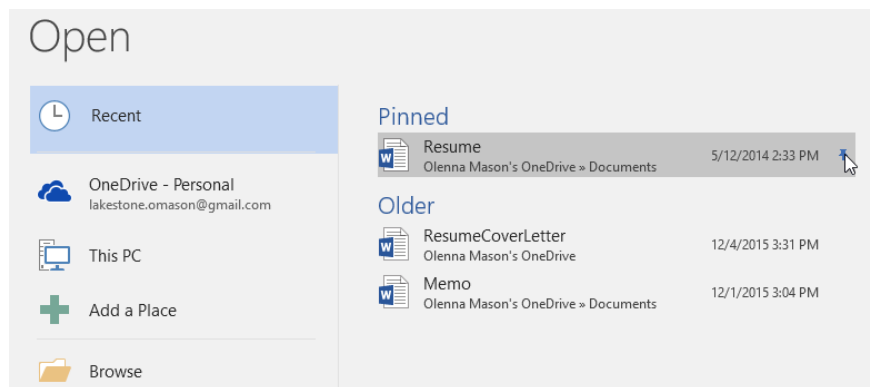
If you work regularly, use a document you can pin the document to the **Backstage view** for faster access.

a. Navigate to the **Backstage view** , then click **Open** , then click **Recent** .

b. A list of recently edited documents will appear. Hover over the document you want to pin, then click the pin icon.



c. The document will be pinned to recent documents until you unpin. To unpin a document, click the pin icon again.



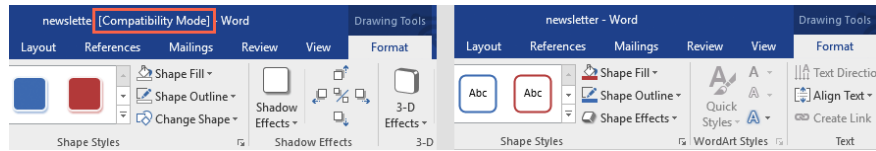
## Part 3: Compatibility Mode

In some cases you need to work with documents created on earlier versions of Microsoft Word, such as Word 2010 or Word 2007. When opening these documents, they will be displayed in Compatibility Mode.

Compatibility Mode disables some specific features, so you can only access the program search command used to create the document. For example, if you open a document created in Word 2007 you can only use tabs and commands found in Word 2007.

In the picture below you can see Compatibility Mode can affect the available commands. And because the document in the left pane is opened in Compatibility Mode, it only displays the commands available in Word

2007.

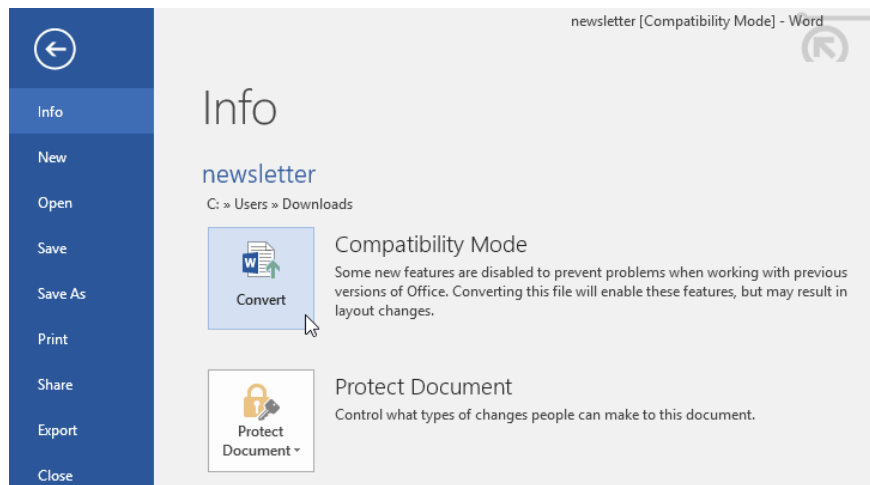


To exit Compatibility Mode, you will have to convert the document to the current version. However, if you are collaborating with people who only have access to earlier versions of Word, it is best to leave the document in Compatibility Mode, the format will not change.

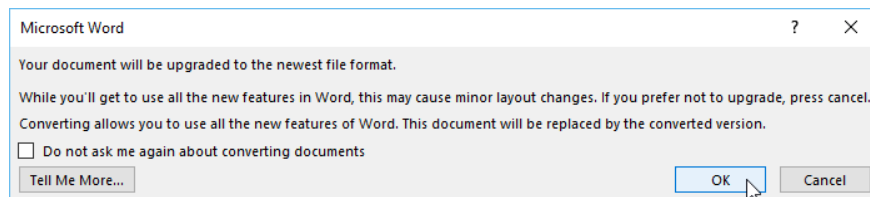
## 1. Convert a document

If you want to access all features in Word 2016, you can convert documents to 2016 file format.

a. Click the **File** tab to access the Backstage view, then navigate and select the **Convert** command.



b. A dialog box will appear on the screen. Here you click **OK** to confirm the file upgrade.



c. The document will be converted to the latest file format.

### Note:

Converting a file may cause some changes to the original layout of the document.

## Part IV: Save and share documents

## 1. Introduction

When creating a new document on Word, you will have to know how to save the document for access and editing. On previous versions of Microsoft Word you can easily save files on your computer. Also, if you want, you can save files to the cloud service using OneDrive.

You can even export and share documents directly from Word.

See more videos showing how to save and share the following Word documents:

## 2. Save and Save As

Word provides users with 2 options to save any file: **Save** and **Save As** . In general, these two options work similarly, with only a few important settings different.

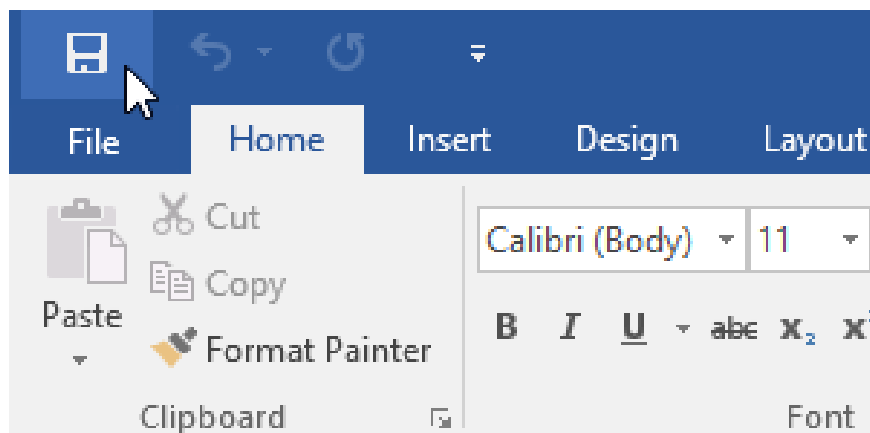
- **Save** : When you create or edit any document, you will use the Save command to save the changes. In most cases you will use this command. When saving a file, the first step is to just name the file and find the location to save the file. After completing the editing process, click the **Save** command to save the file on the same location and the same name.

- **Save As** : Use this command to create a copy of the document while keeping the original. And when using the **Save As** command you will have to put another name and find another location to save the copy.

## 3. Save a document

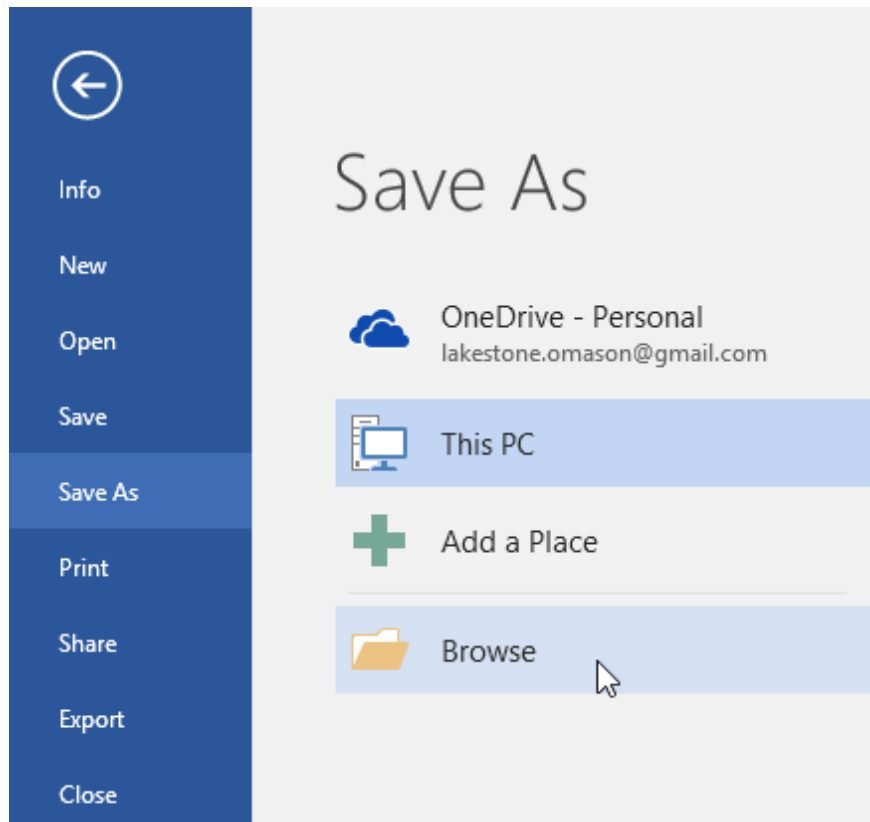
Whenever you open a new project or make some changes on your Word document, the most important thing is to save the document. Saving documents as early and often will help you no longer worry about losing documents. In addition, you should also pay attention to the location of the document to be able to find and open documents more easily.

a. Navigate and select the **Save** command on the **Quick Access Toolbar** .



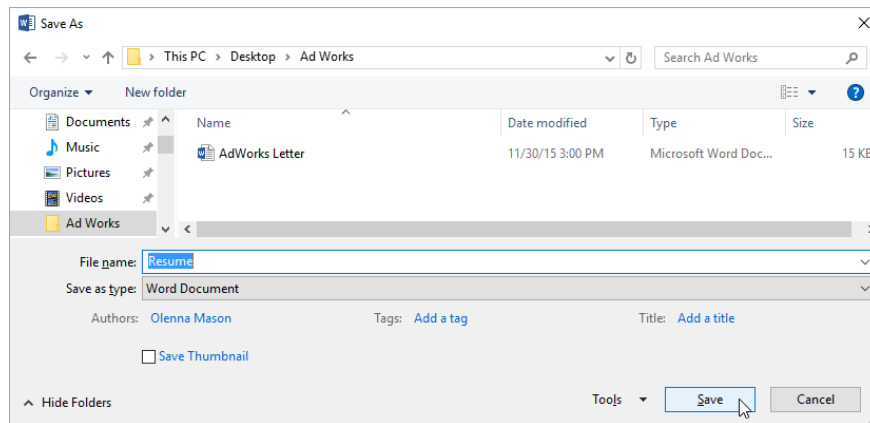
b. If you first save the file, the **Save As** window will display on the Backstage view.

c. The next step you need to do is to choose the location to save the file and name it. Click **Browse** to select a location to save the file on the computer. Or alternatively, you can click **OneDrive** to save the file on OneDrive.



d. Now the **Save As** dialog box will appear. Select the location where you want to save the document.

e. Name the file and then click **Save**.



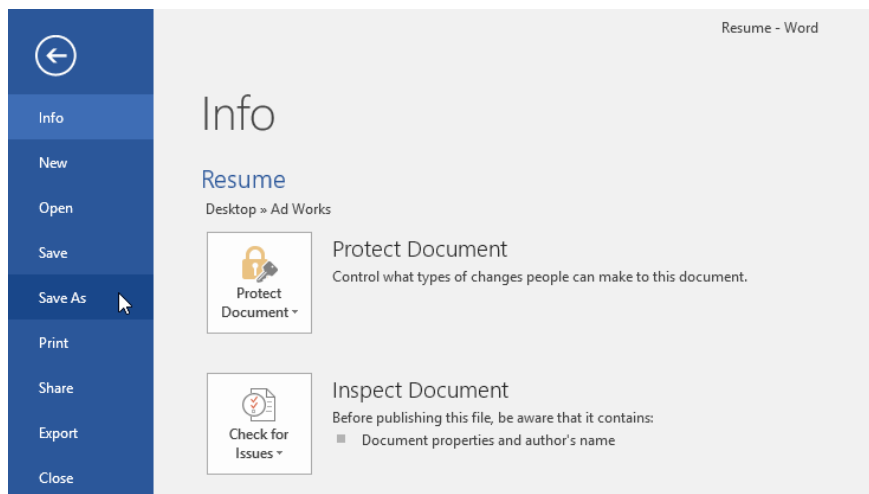
f. The document will be saved. You can click the **Save** command again to save the edit on the document.

You can also access the Save command by pressing **Ctrl + S**.

#### 4. Use Save As to create a copy

If you want to save the document to another version while keeping the original, you can create a copy. For example, if your file is called **Sales Report** , you can save the copy as **Sales Report 2** , and you can freely edit the document on the new version that the original remains the same.

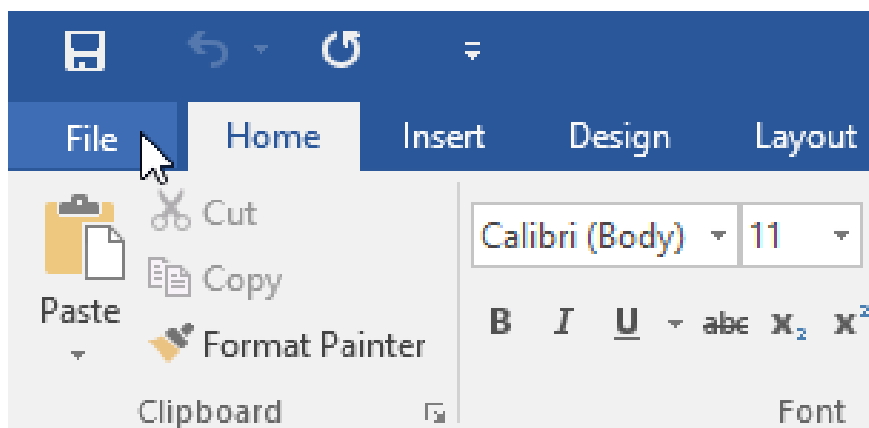
To do this, click the **Save As** command on the Backstage view. And do the same as when you save a file, select the location to save the file and name the new file.



## 5. Change the location to save the default file

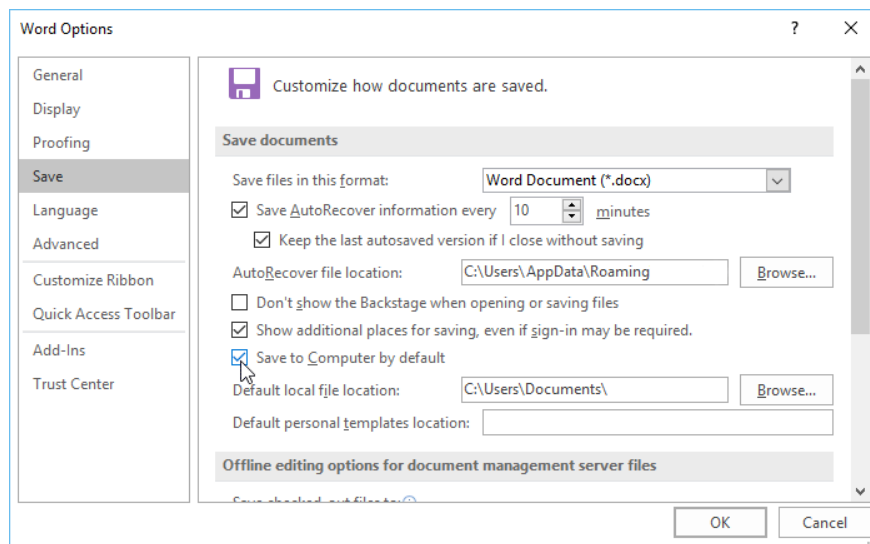
If you don't want to use OneDrive, the reason is because OneDrive is selected as the default storage location, you can change the default storage location to This PC.

a. Click the **File** tab to access the Backstage view.



b. Click on **Options** .

c. The **Word Options** dialog box will appear on the screen. Select **Save** in the left pane, then check the box next to the **Save to Computer by default option** , then click **OK** . And the default storage location will be changed.

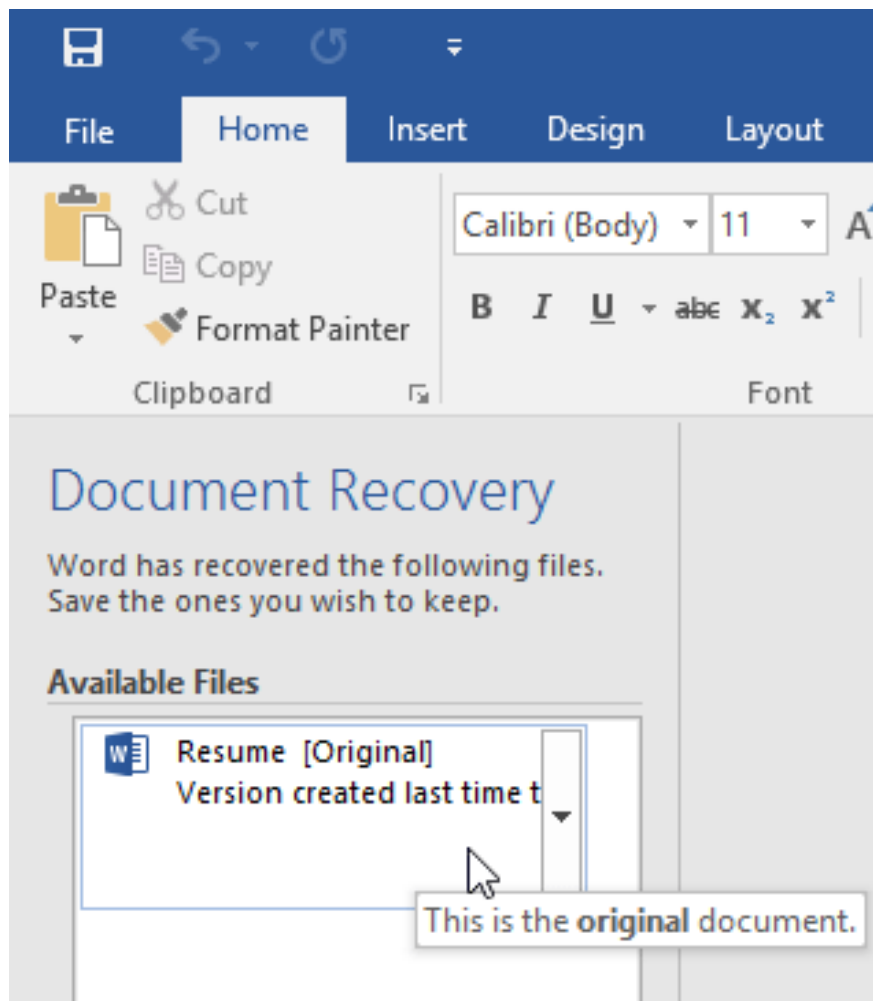


## Part V: AutoRecover

Word automatically saves the document to a temporary folder while you use the Word document. If you accidentally forget to save the changes on the document or if Word is suspended, then you can restore the file using AutoRecover.

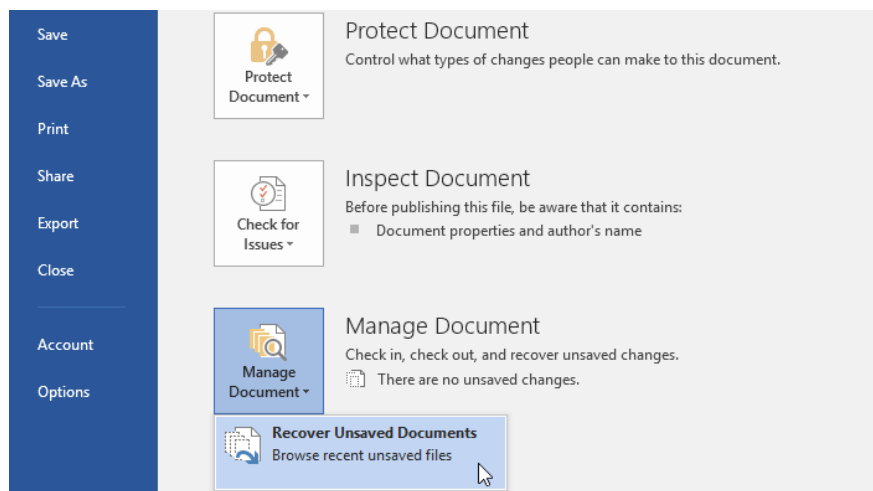
### Use AutoRecover:

- a. Open Word. If the autosaved version of the file is detected, the **Document Recovery** panel will appear in the left pane.
- b. Click to open the available files. And your document will be restored.



By default, Word will automatically save every 10 minutes. If you edit a document in less than 10 minutes, Word may not create an autosaved version.

If you don't see the file you need, you can browse all autosaved files from the **Backstage view** . Select the **File** tab , then click **Manage Versions** , then click **Recover Unsaved Documents** .



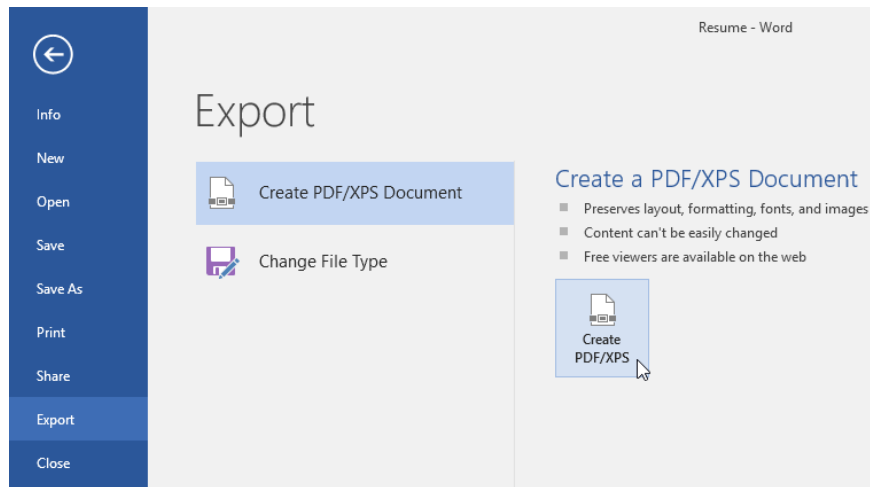
# Part VI: Export documents

By default, Word documents will be saved in .docx file format. However, in some cases you may need to use other file formats, such as PDF or Word 97-2003 documents. The easiest way is to export your documents from Word to other available file formats.

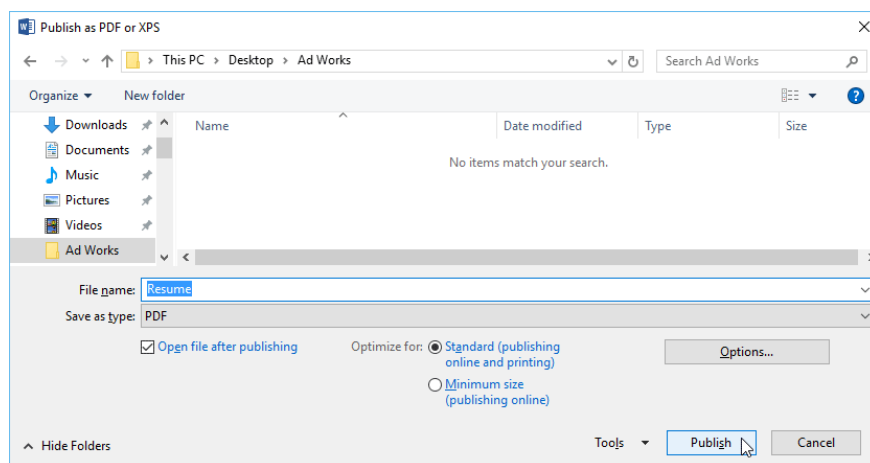
## 1. Export the document as a PDF file

Exporting your document as an Adobe Acrobat document is also known as a PDF file, especially if you share a file for any user who does not use Word.

a. Click the **File** tab to access the **Backstage view** , then select **Export** and select **Create PDF / XPS** .



b. At this time, the **Save As** dialog box will appear. Select the location where you want to save the exported document, place any name you want and click **Publish** .

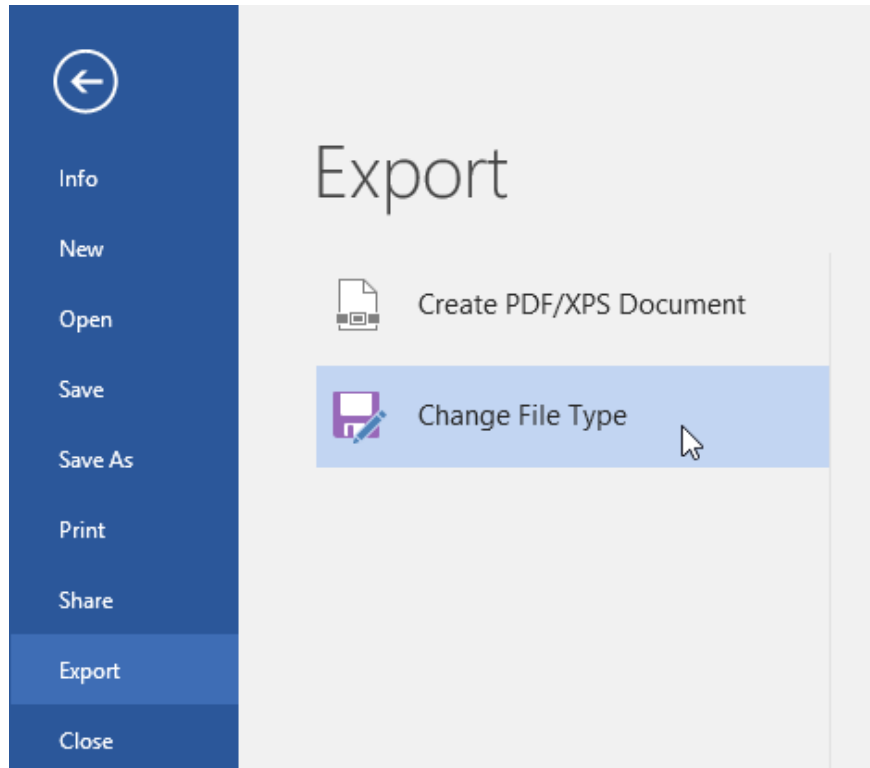


If you want to edit a PDF file, Word allows you to convert a PDF file to an editable document.

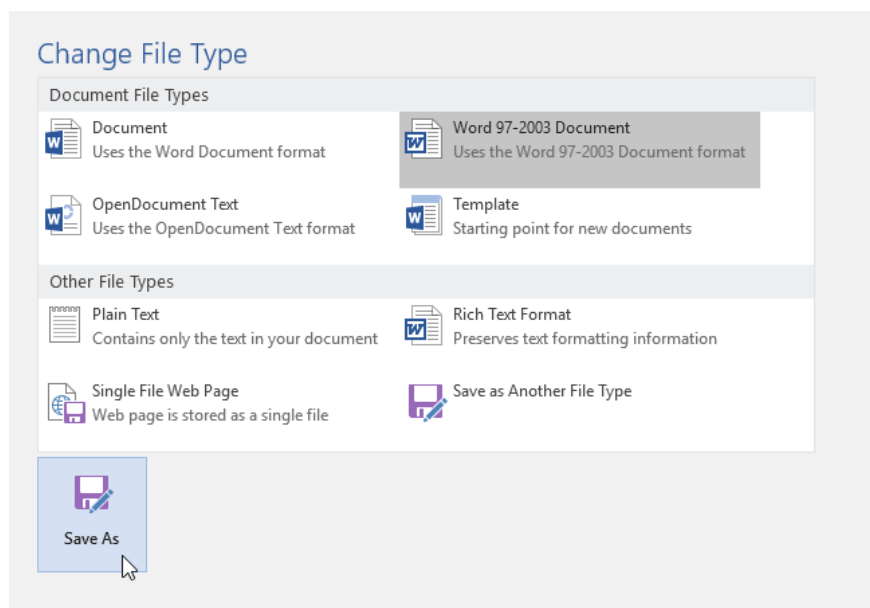
## 2. Export the document to another file format

You can also export documents to other file formats, such as Word 97-2003 documents in case you want to share with other users who are using older versions of Word, or into a **.txt file** if your document is plain-text.

a. Click the **File tab** to access Backstage view, select **Export** , and then choose **Change File Type** .

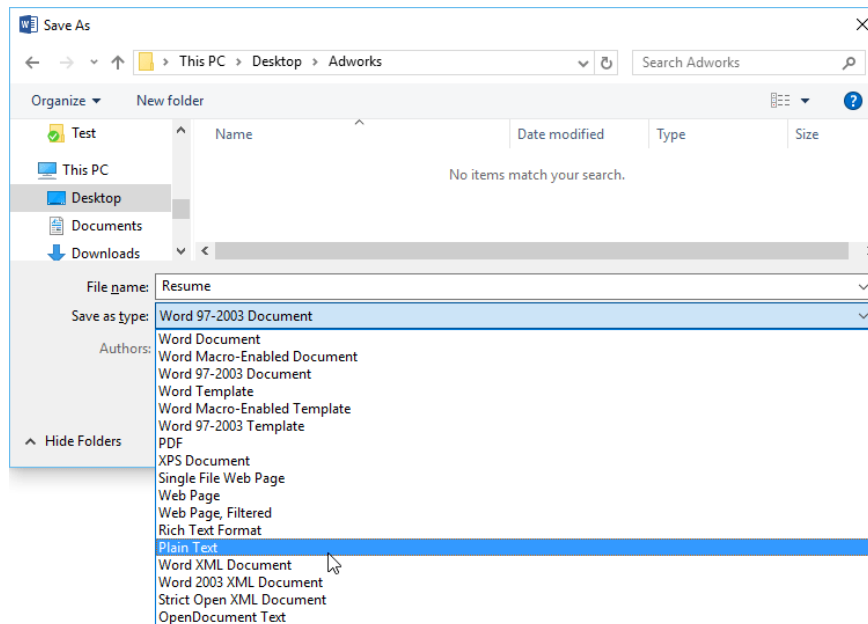


b. Select a file format then click **Save As** .



c. The **Save As** dialog box appears. Select any location you want to save the exported document, put a name and click **Save** .

You can also use the **Save as type** drop-down menu to **Save as type** on the **Save As** dialog box to save the document into different file formats.



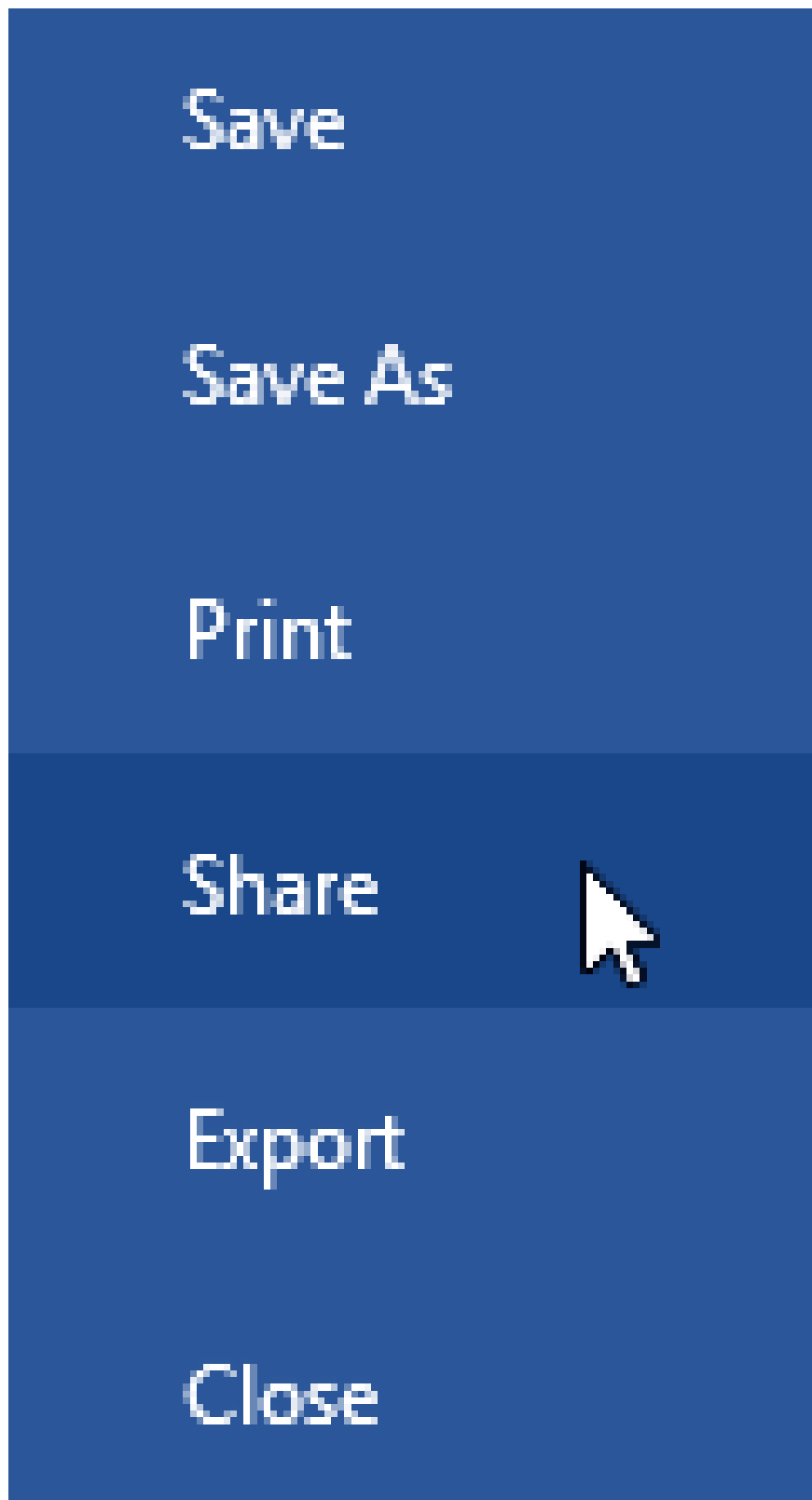
## Part VII: Share documents

Word allows users to easily share and collaborate on documents using OneDrive. Previously, if you wanted to share a file for other users, you would have to attach that document file in the email.

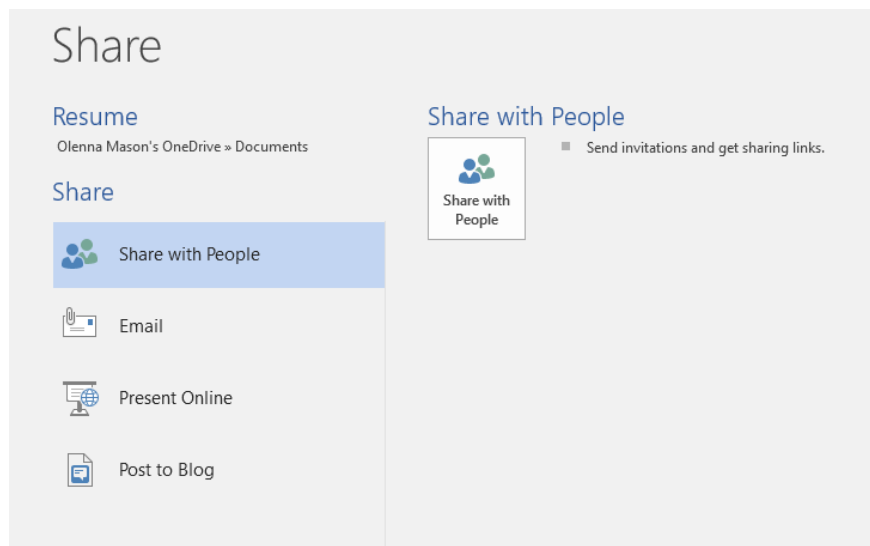
To share documents, the first step you need to take is to save the document on OneDrive.

### Share documents:

- a. Click the **File tab** to access the **Backstage view** , then click **Share** .



b. The Share window will appear.



Click on any Share option to share your document.

### **Good luck!**

You finished reading the article "**Complete guide Word 2016 (Part 2): Get familiar with OneDrive, create, save and share documents**" 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.