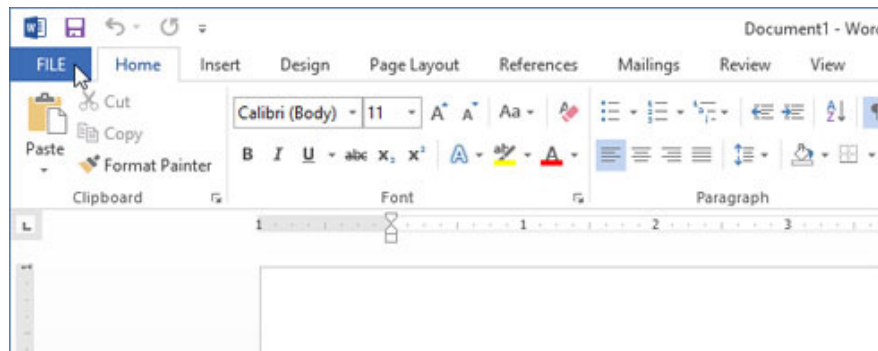


How to change the auto-save time in Word 2013

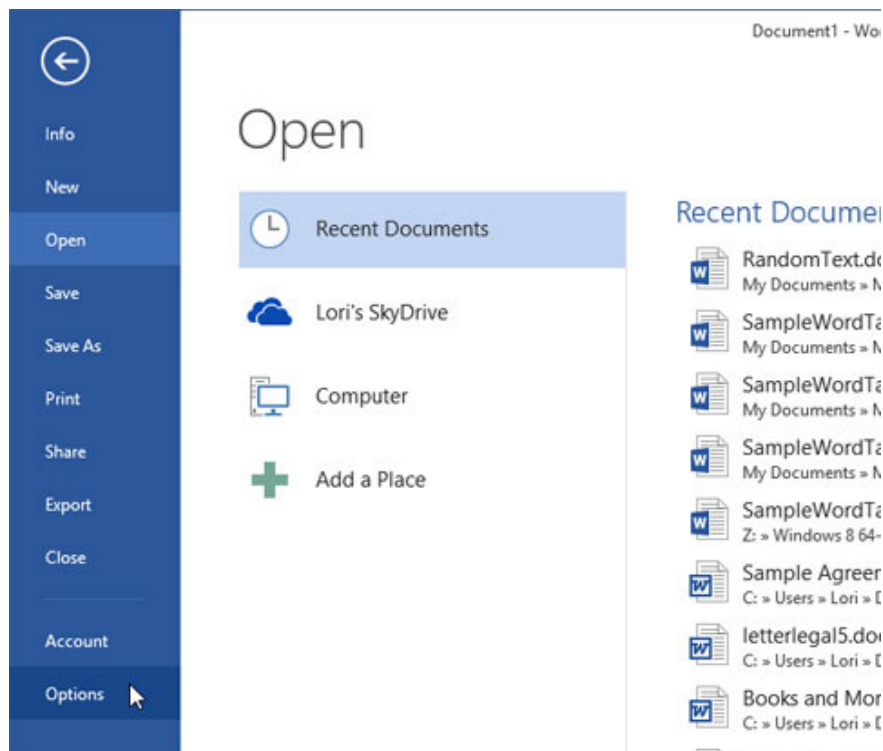
By default, Microsoft Word 2013 automatically saves your documents after certain time periods. You can reduce or increase the length of this time period. The steps to perform this operation are quick and simple. Let's do it!

By default, Microsoft Word 2013 automatically saves your documents after certain time periods. You can reduce or increase the length of this time period. The steps are very simple.

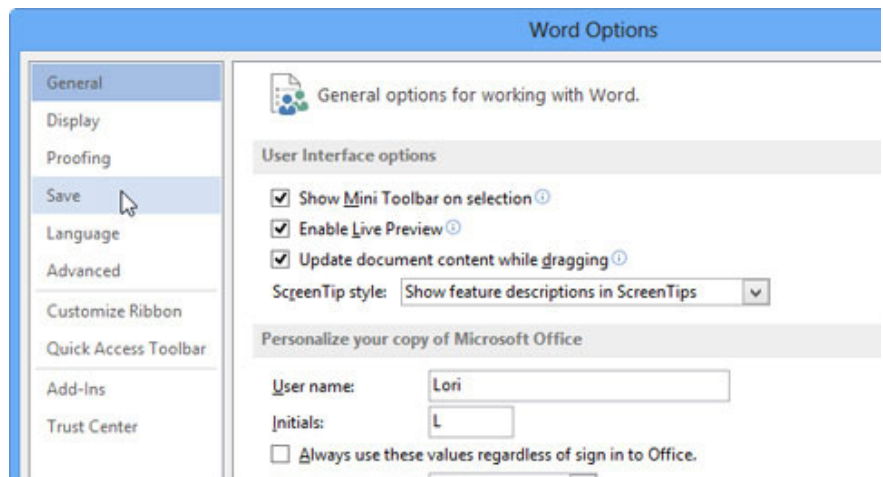
To change **Word 2013** 's auto-save interval, click the **File** tab .



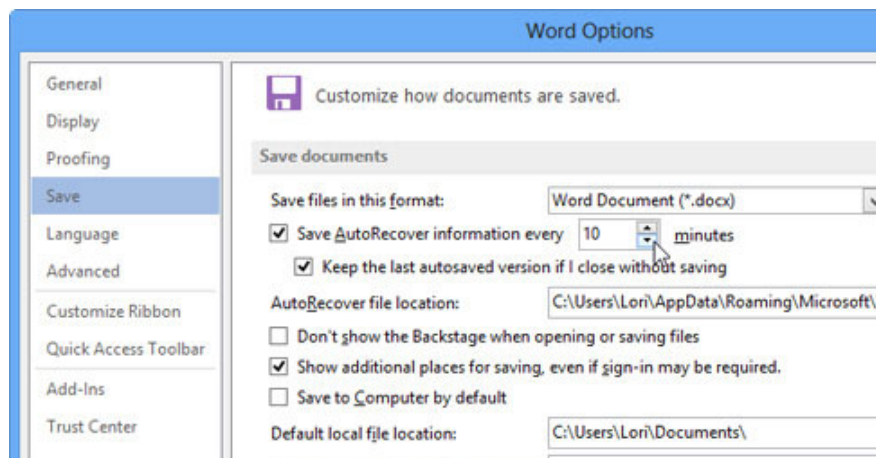
On the **Word Start** screen, click on '**Options**' in the list on the left.



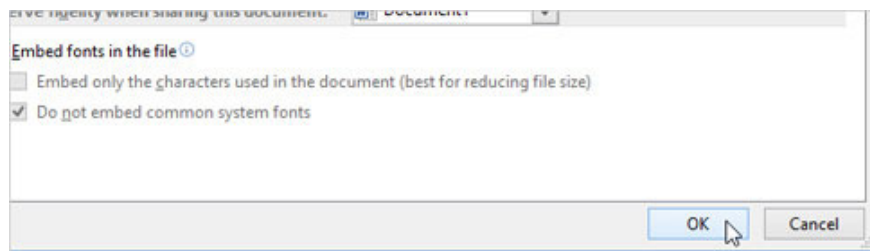
In the **Word Options** dialog box, click 'Save' in the list on the left.



In the '**Save documents**' section of the '**Save**' screen, make sure the '**Save AutoRecover information**' option is checked. Change the minutes (minutes) by entering a new number or using the up / down arrows to change the value.



Click 'OK' to save the changes.



If you do not want Word to automatically save the document you are editing, uncheck the check box next to '**Save AutoRecover information every**'.

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