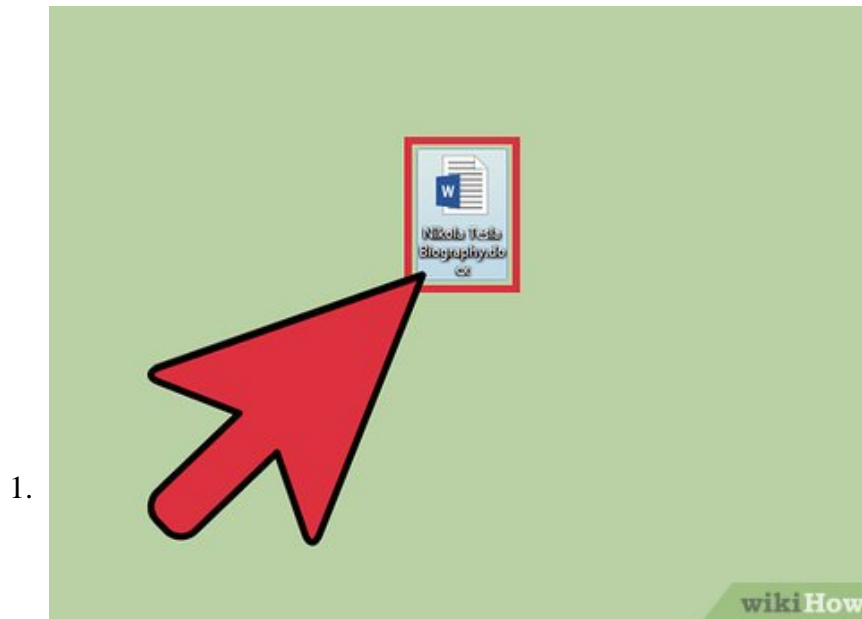


# How to Save a Microsoft Word Document

You can save a Microsoft Word document by going into the File menu and clicking 'Save'. If you have specific publication or printing requirements, you can also use the 'Save As' feature to save your document as a file type other than MS...

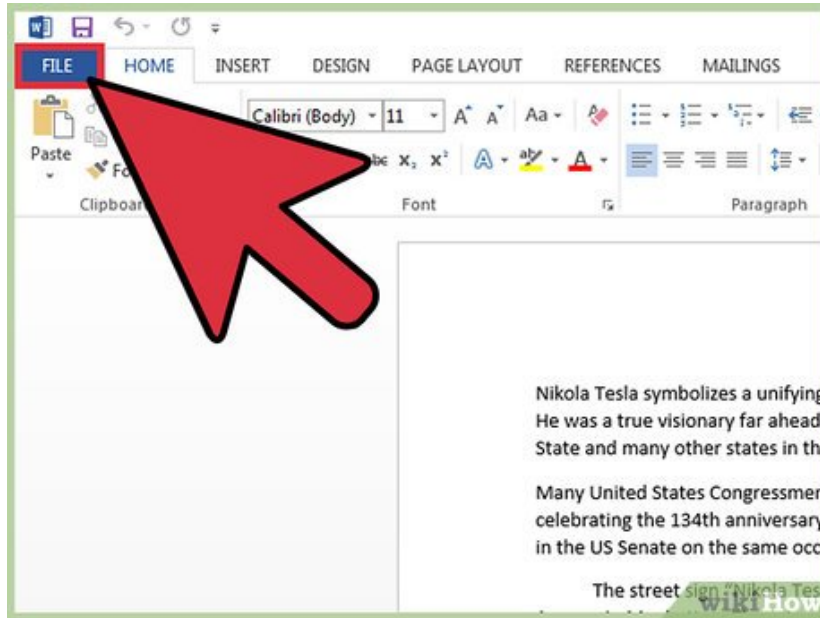
Method 1 of 2:

## Saving a Microsoft Word Document



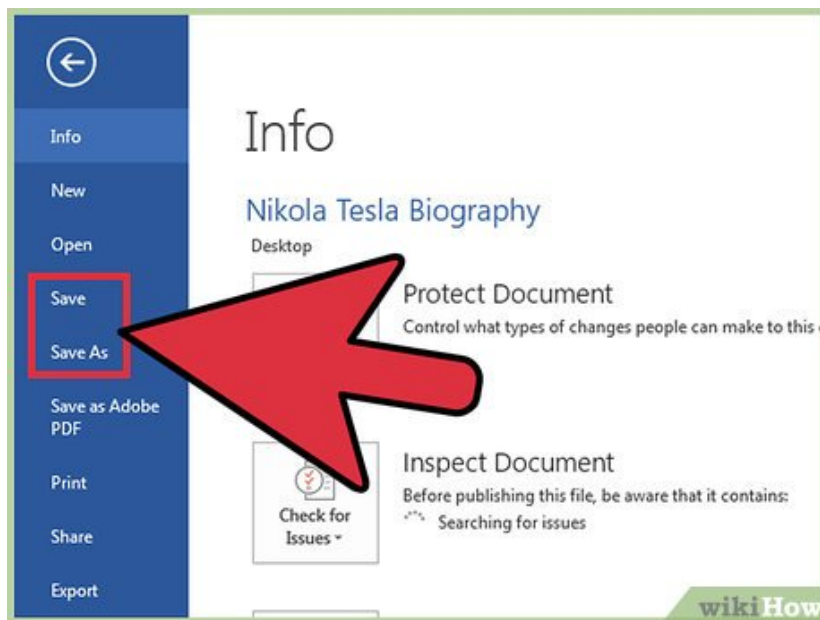
**Make sure your document is open.** You can open MS Word by double-clicking the Word icon or by double-clicking a Word document.

2.



**Find the "File" tab and click on it.** "File" is located in the upper left-hand corner of Microsoft Word's interface.<sup>[1]</sup>

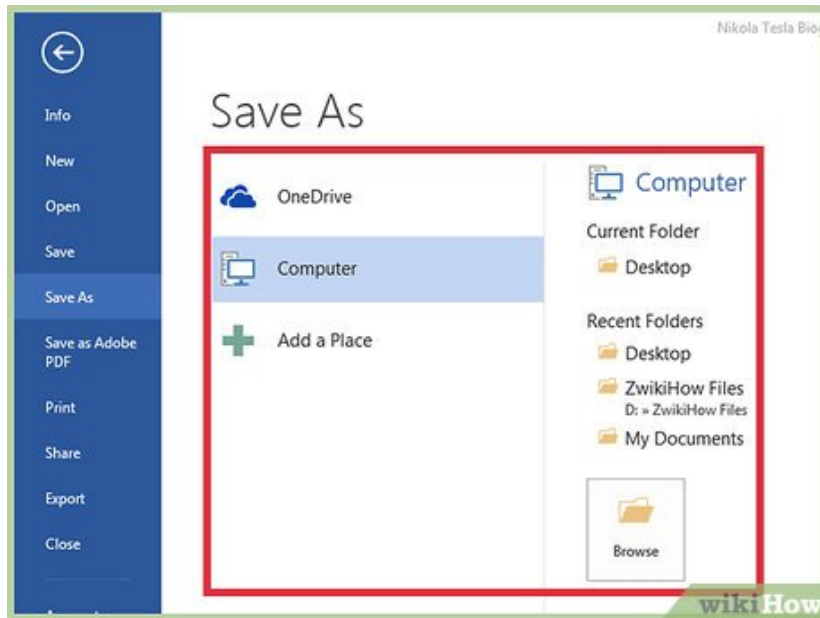
3.



**Click "Save" or "Save As".** If you click "Save" on an unsaved document, you will be redirected to the "Save As" menu.

1. If the document has been previously saved, you won't have to select a save destination (e.g., desktop) or a file name--the existing file will simply be updated.

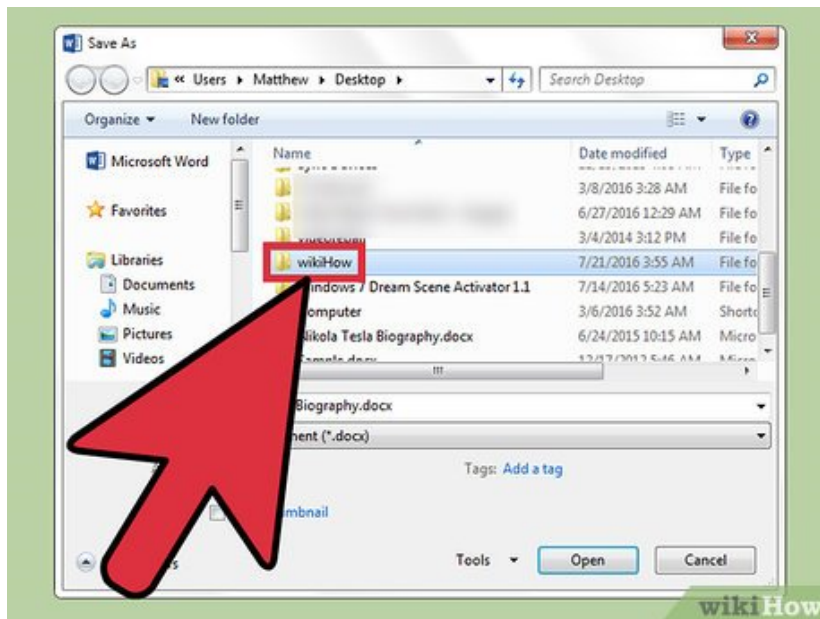
4.



**Under "Save As", decide on your save location.** Typical locations include "This PC" and OneDrive, but you can also click "Browse" to select a specific location.

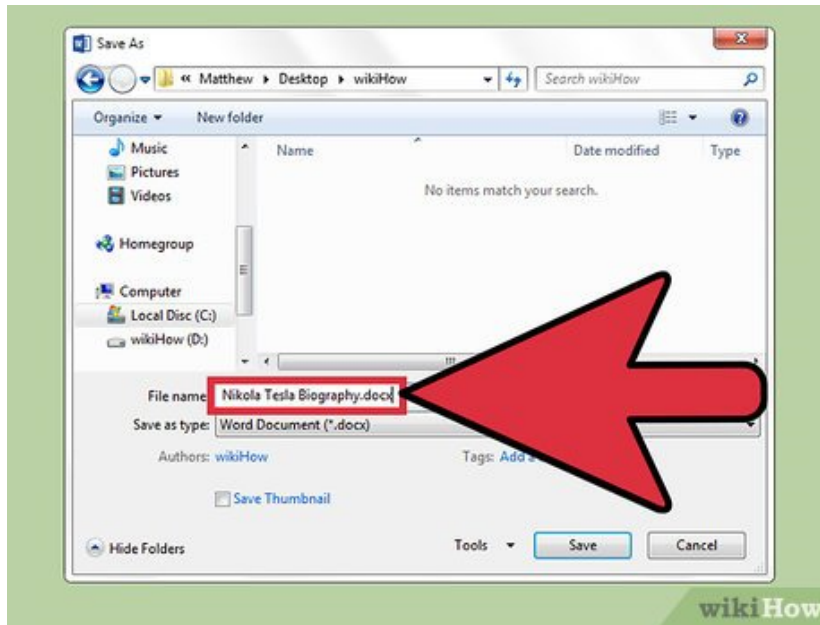
1. If you select "This PC", you will have to pick a subfolder--your desktop, for example.

5.



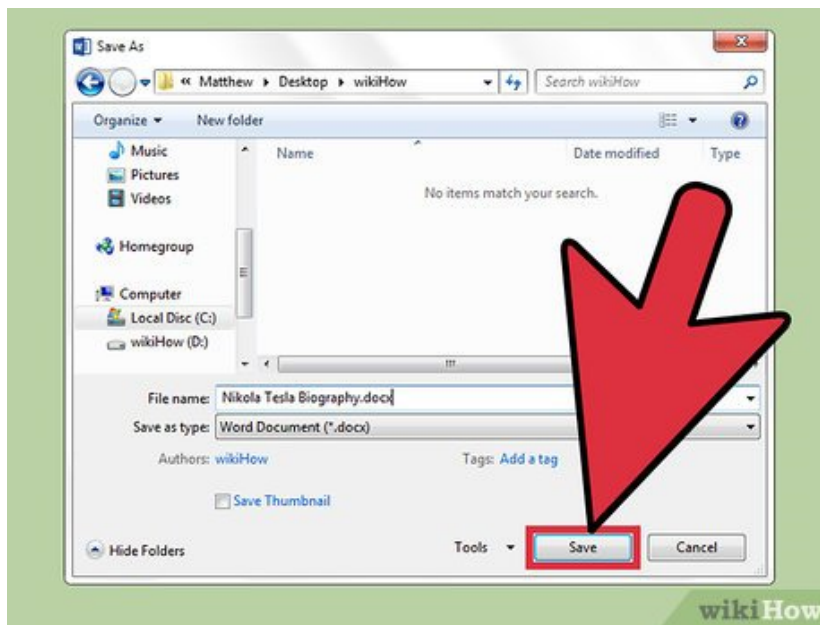
**Double-click your save location.** This will take you to the file name screen.

6.



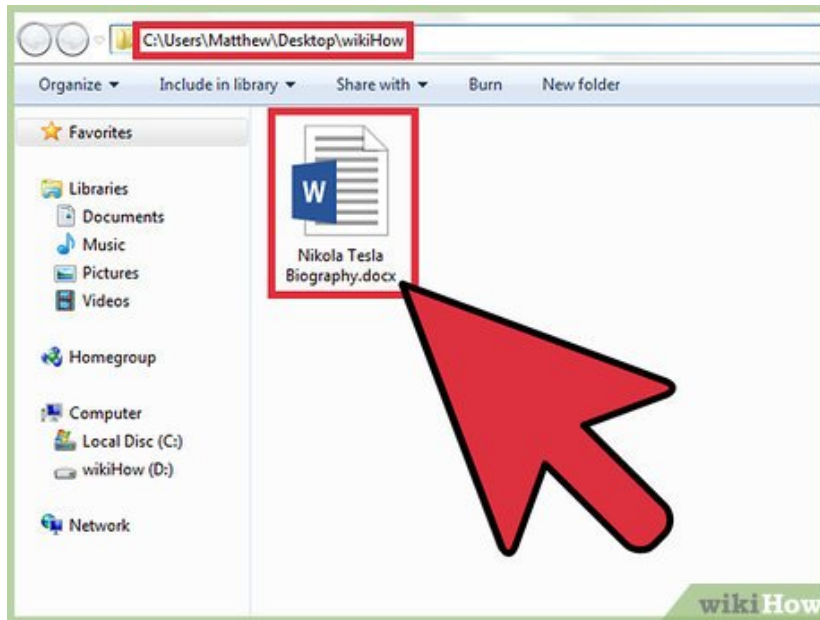
In the "File Name" field, type in your preferred file name.

7.



Click "Save" to save your file.

8.

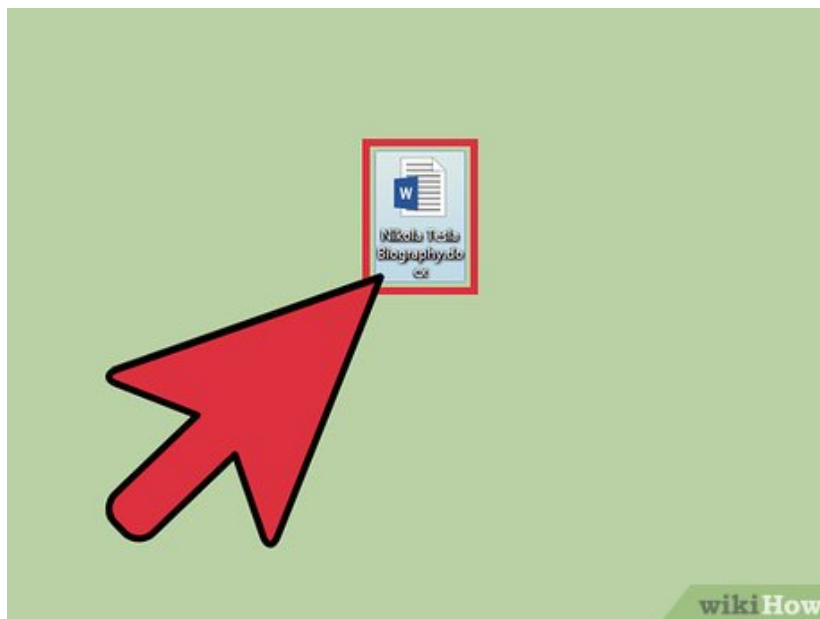


**Verify that your file was saved before closing your document.** If your file is in your chosen save location, your file was successfully saved!

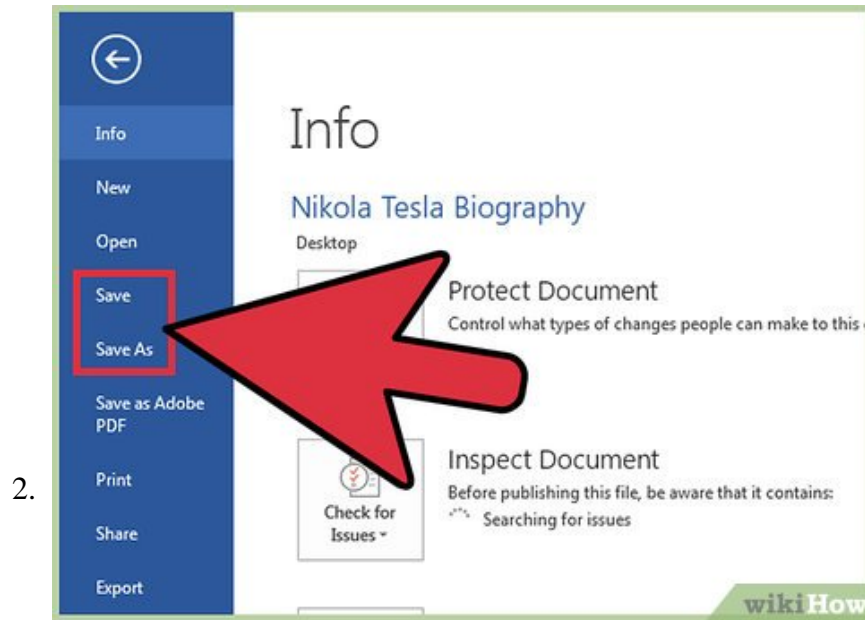
Method 2 of 2:

## **Saving as a Different File Type**

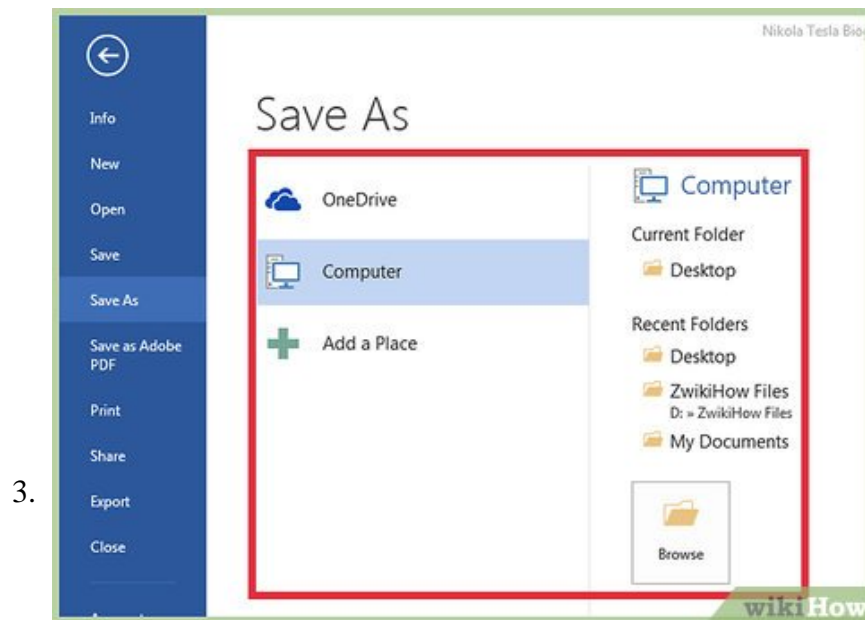
1.



**Make sure your document is open.** You can open MS Word by double-clicking the Word icon or by double-clicking a Word document.



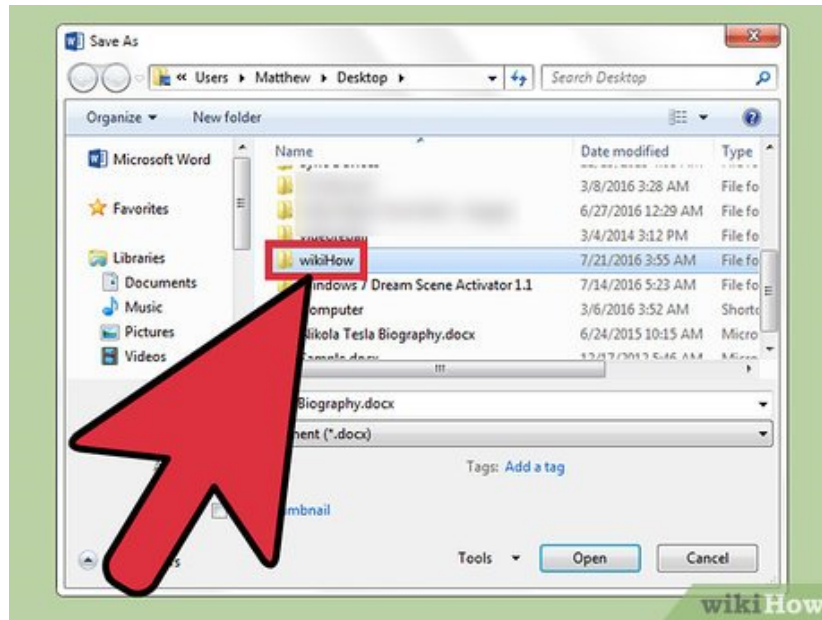
**Click "Save As".** If you've never saved this specific document before, choosing "Save" will still direct you to "Save As".



**Under "Save As", decide on your save location.** Typical locations include "This PC" and OneDrive, but you can also click "Browse" to select a specific location.

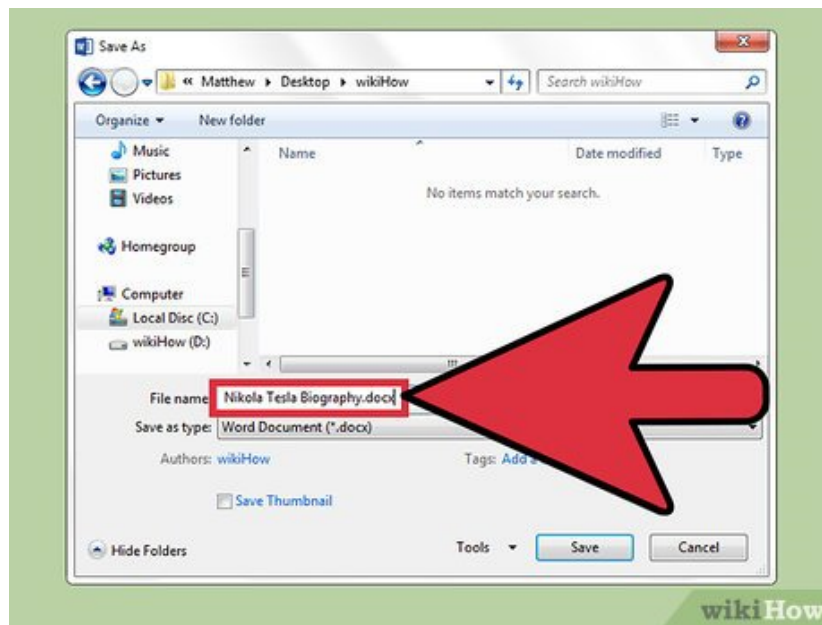
1. If you select "This PC", you will have to pick a subfolder--your desktop, for example.

4.



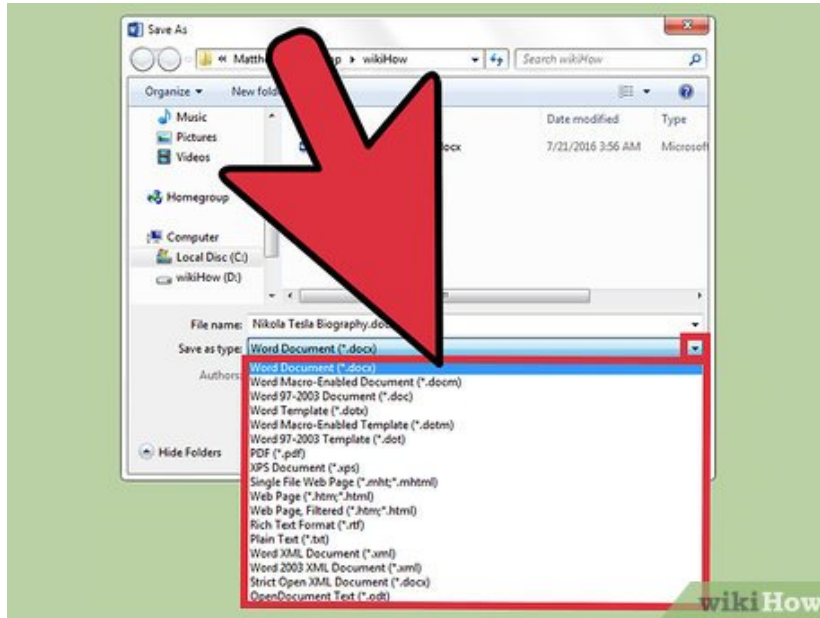
**Double-click your save location.** This will take you to the file name screen.

5.



**In the "File Name" field, type in your preferred file name.**

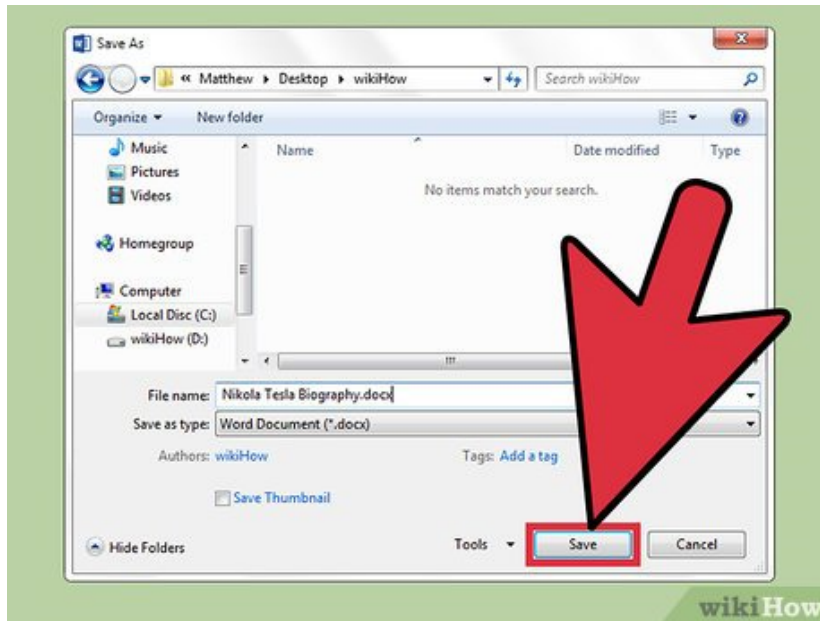
6.



Find the "Save as Type" field and click on it. From here, you can choose which file type to save your document as.<sup>[2]</sup>

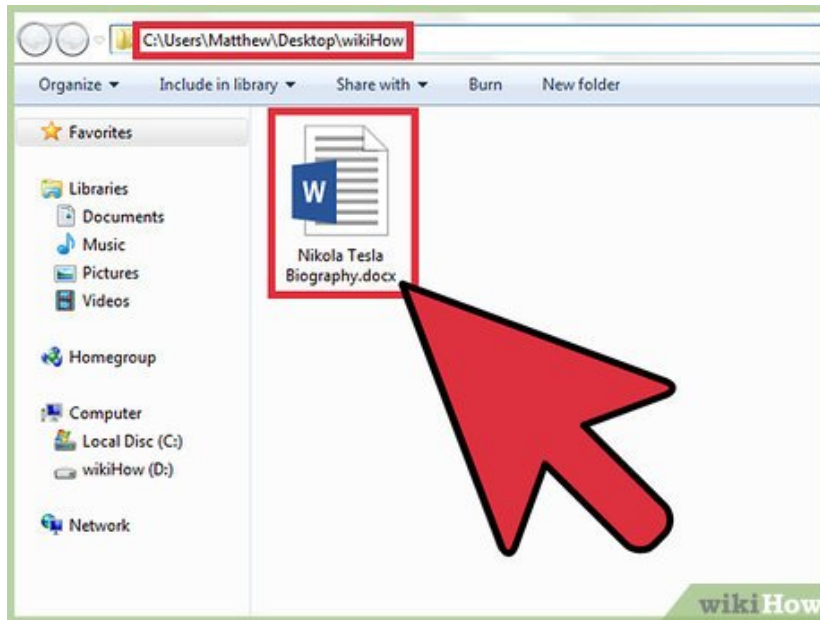
1. File types include PDF, Web Page, and compatibility-gearred previous versions of Word (e.g., 1997-2003).

7.



Click "Save" to save your file.

8.



**Verify that your file was saved before closing your document.** If your file is in your chosen save location and your specified format, your file was correctly saved!

You finished reading the article "**How to Save a Microsoft Word Document**" 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.