

Microsoft Word on Windows will automatically save documents to the cloud

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The Word app in Microsoft 365 has the ability to automatically save content to a user's cloud account. However, this feature is still turned off by default, causing most documents created on Windows to be saved locally unless the user actively chooses to save online. Now, Microsoft wants to change the way it works to better synchronize the experience.

Accordingly, the company is testing the feature of automatically saving Word on Windows to the cloud by default. Microsoft said this brings many benefits including:

1. Better security and compliance in enterprise environments.
2. Avoid losing data, even before you save.
3. Flexible with multiple storage options like OneDrive, SharePoint, and support for syncing across multiple devices.
4. Support online collaboration and leverage the power of Copilot for users with a Copilot Chat or Microsoft 365 Copilot license.

Noticeable changes

Users after receiving this update will see a few differences:

1. Newly created documents will have the default name in the format Document-DateMonthYear instead of Document1, Document2.
2. The AutoSave button at the top will always be on.
3. When Ctrl + S is pressed, the save dialog will display the message *'This file was created in the cloud'*.
4. If you close an unsaved document, Word will ask you to confirm whether to save or discard it. Blank documents will be automatically discarded without prompting.

Customization and known issues

Users can still change the default save location or turn off this feature completely in: **Word Options > Save > Create new files in the cloud automatically** .

However, Microsoft also lists a few known bugs. For example, if you open a new Word session while another session is running, new documents will not save automatically. Documents that are renamed may be delayed in updating the recent files list. Additionally, if you turn off the option to display the Start screen when you start

Word, the first document after opening the application will not be saved automatically.

The feature is currently only available to Insiders and requires Word for Windows version 2509 (Build 19221.20000) or later. Microsoft plans to expand it to PowerPoint and Excel on Windows later this year.

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