



# Saving a Document in Microsoft Office Word 2010

## Backstage View Options

Click on the **File Menu** tab to open the Backstage view. Here you can view the Save, Save As, Open, Close, Info, Recent, New, Print, Save & Send and Help Options.

**To Close** the File menu-Backstage view-click on one of the ribbon tabs.

### Info View about a current document

**Permissions**-Settings to determine who can open documents

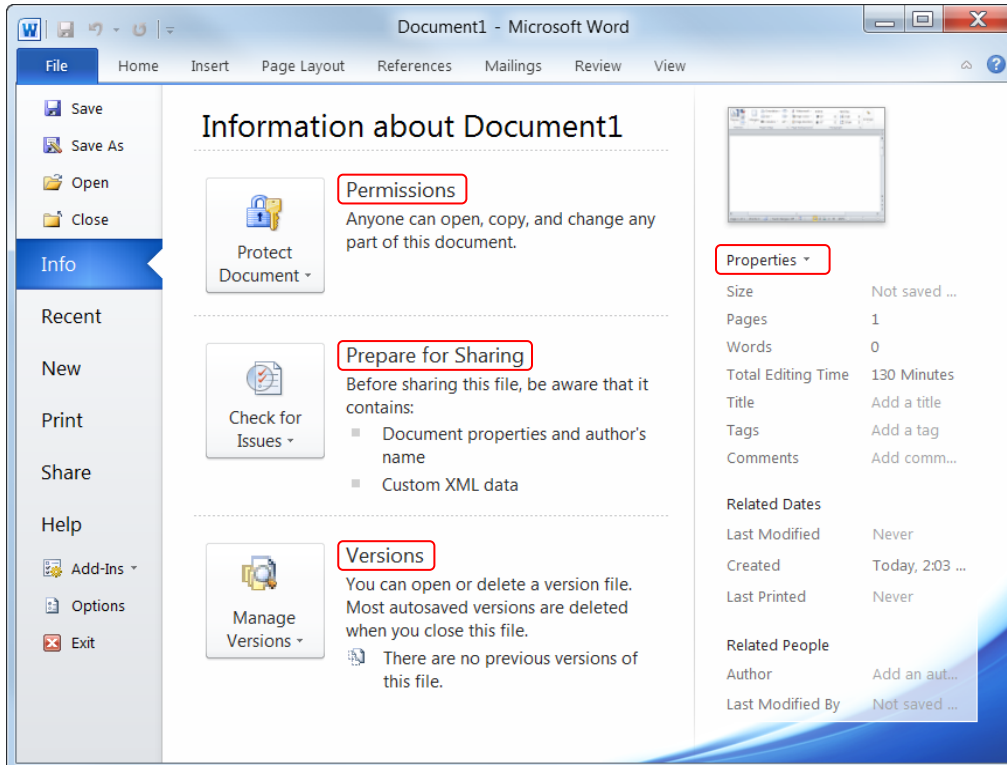
**Compatibility Mode** – Some new features are disabled to prevent problems when working with previous version of Office. Converting the file will enable these features, but may result in layout changes.

**What is Word Starter 2010** – Many new computers are being sold with the Microsoft Office Starter software on them. This option describes information about the software and gives you the option to purchase the full program. The Starter software does not have all the tools or programs available that the fuller versions have, but unless you need a lot of advanced options, this may be enough for the average home user.

**Prepare for sharing** – provides information about the current document contents that may have issues for sharing. There option to check for issues is at the left of the document description.

**Manage Versions** – List times the document was saved and provides options for managing versions of a document.

**Document Properties** – at the right of Backstage view shows all details about the document, properties, related dates, related people and related documents.





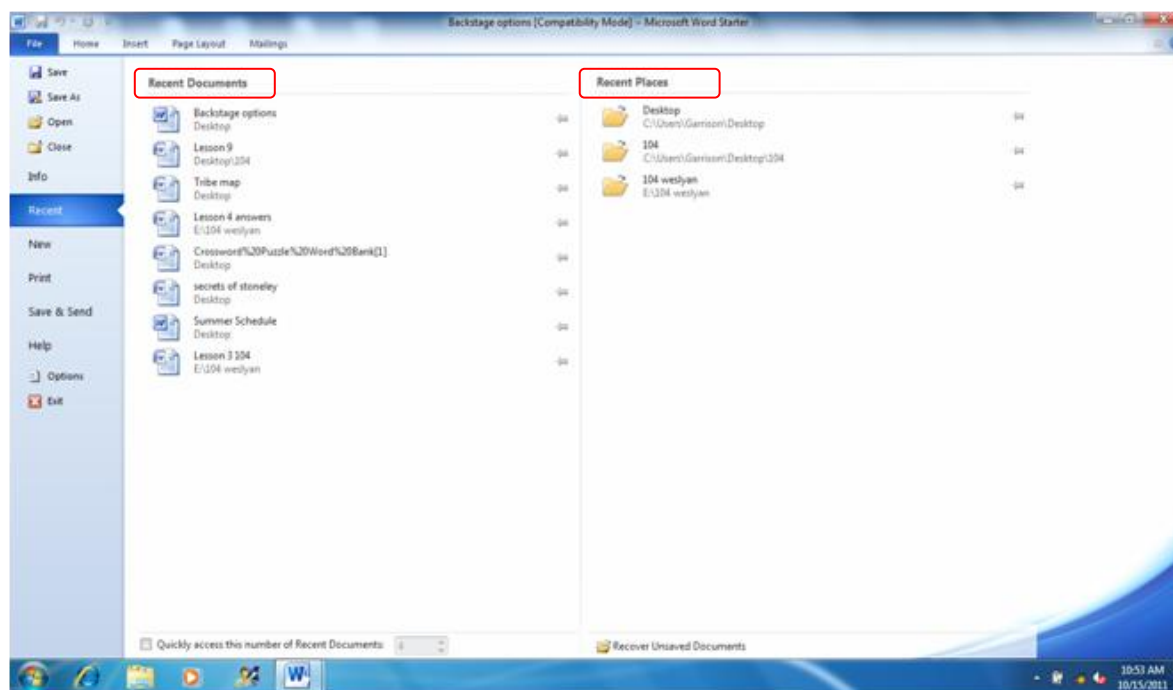
## Saving a Document in Microsoft Office Word 2010

---

### Recent View

**Recent Documents** - Displays a list of recently accessed documents, any document listed here can be opened by clicking on it.

**Recent Places** – Displays a list of recently accessed folders, any folder listed here can be opened by clicking on it.







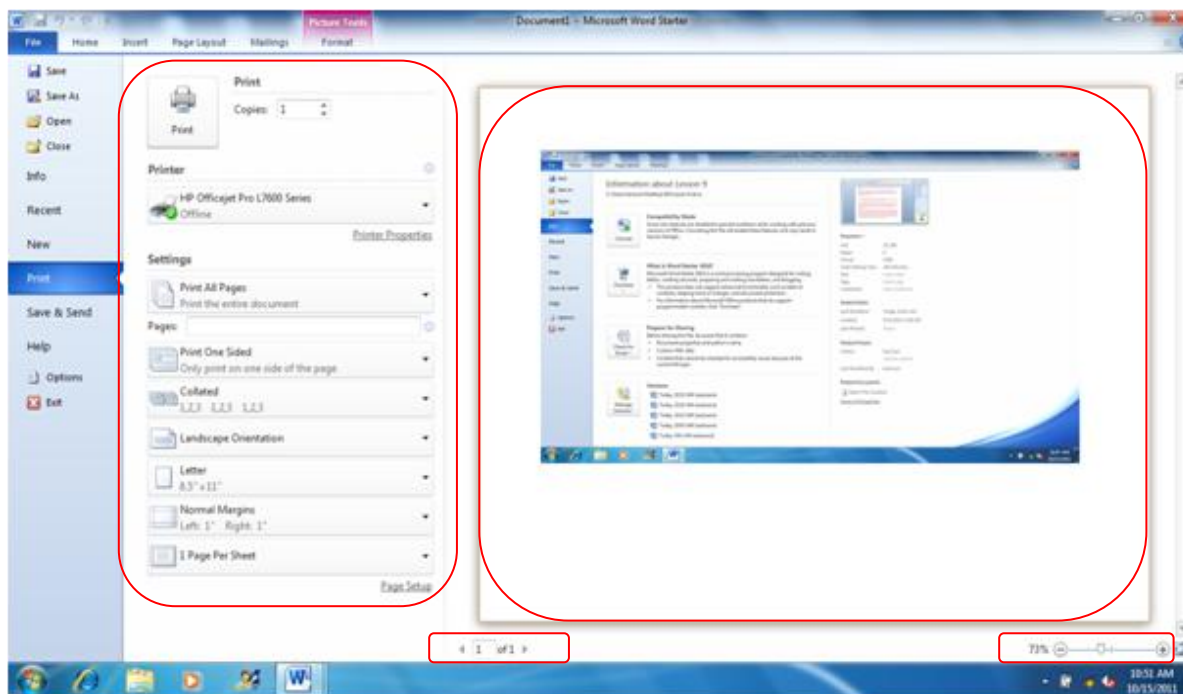
# Saving a Document in Microsoft Office Word 2010

## Print Document View

Print view displays **your printer options** (items listed may vary) and a document preview all in one.

### Print pane contains:

- ✎ Print button
- ✎ Number of copies
- ✎ Printer choice options
- ✎ Printer Properties Link
- ✎ Print All Pages or Choose which pages to print
- ✎ Print One Sided options if your printer has duel sided printing those options will be available
- ✎ Collate
- ✎ Page Orientation
- ✎ Paper Size
- ✎ Margin Settings
- ✎ Number of Pages Per Sheet
- ✎ Page Setup Link



### Preview Pane

- ✎ Preview Document
- ✎ Scroll through Pages
- ✎ Resize page



## Saving a Document in Microsoft Office Word 2010

- Scroll bar at right

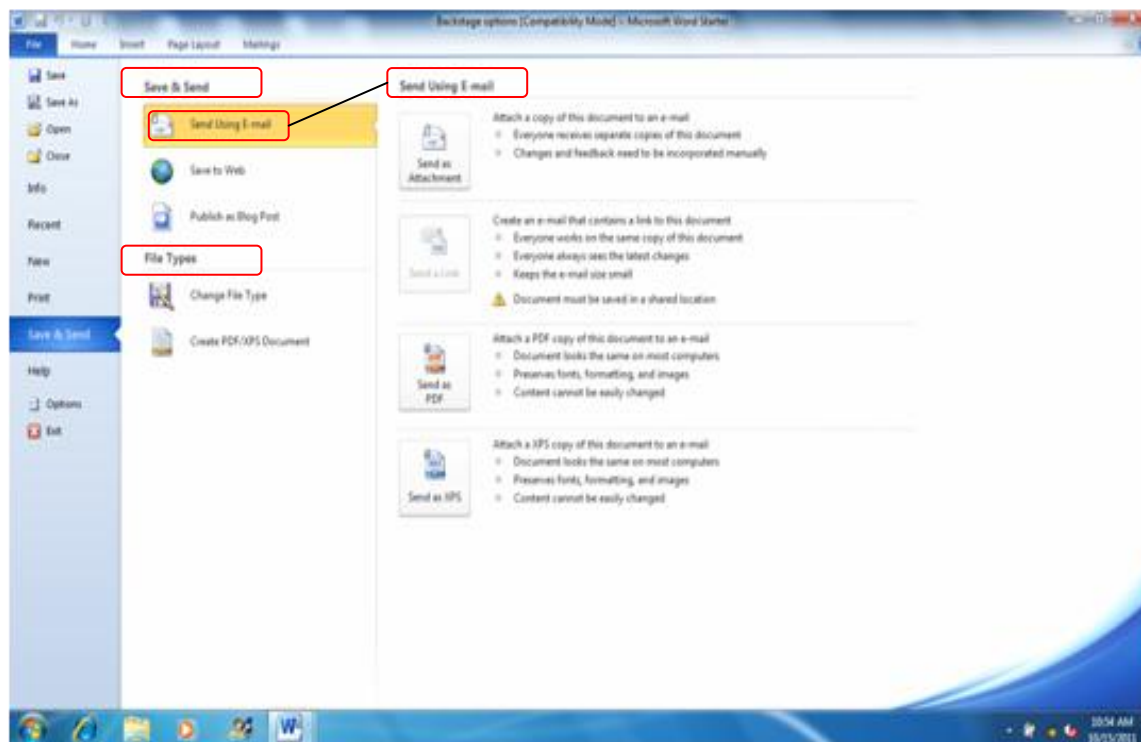
### Save & Send View

#### Save & Send

- Send Using Email - Attach a copy, link, PDF or XPS document to an email
- Save to Web - Saves document as a web page
- Save to Share Point - saves document to network file sharing
- Publish as Blog Post - Saves document to a Blog

#### File Types

- Change File Types
- Saves as PDF/XPS Document





# Saving a Document in Microsoft Office Word 2010

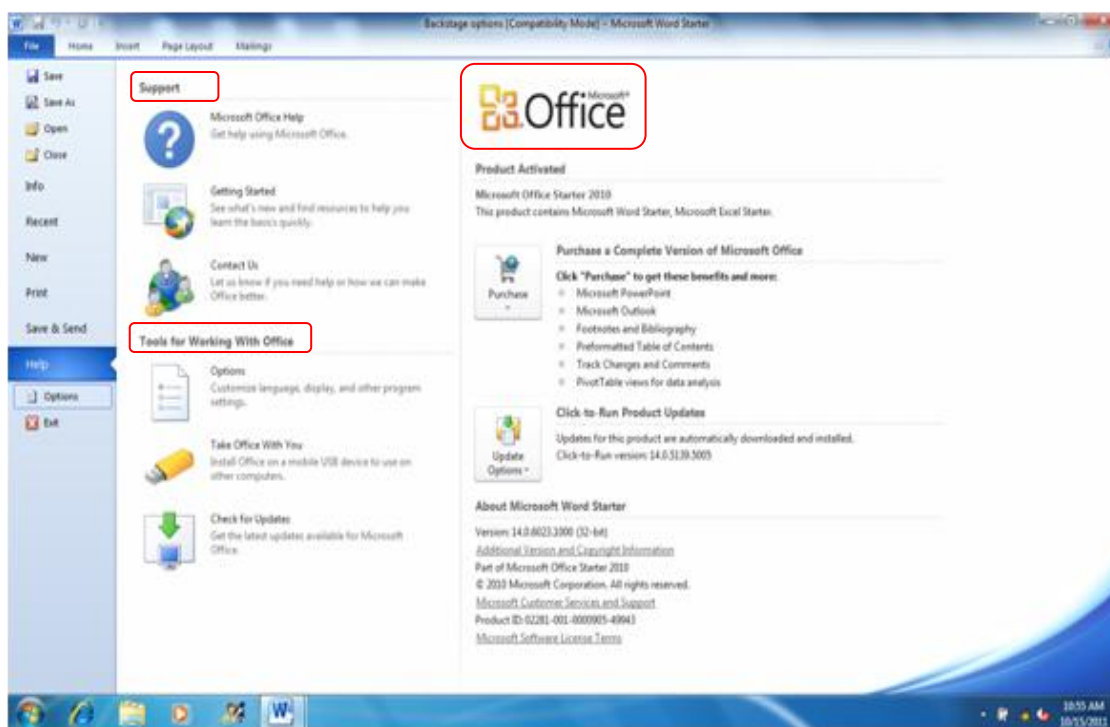
## Help View

### Support

- Microsoft Office Help - online help using Microsoft Office
- Getting Started - See what's new and find resources to help you learn the basics properly
- Contact Us - Let Microsoft know if you need help or how they can make Office better

### Tools for Working with Office

- Options - Customize language, display, and other program settings
- Take Office With You - Install Office on a mobile USB device to use on other computers
- Check for Updates - Get the latest updates available for Microsoft Office



## Product Information

- Depending on the version you may be able to upgrade to a more complete version of Microsoft Office.
- Click-to-Run Product Updates
- About Current Microsoft Office Product on the computer