

## **MS Word 2007 Backup**

**MS Word does have a backup option. To disable this feature:**

- 1. Open MS Word**
- 2. Click on TOOLS**
- 3. Click on OPTIONS**
- 4. Click on SAVE**
- 5. In the "SAVE OPTIONS" area, UNCHECK "always create a backup copy"**

**I would keep the "Save Auto Recovery Info" - but can change the time (the default is 10 minutes). IF you don't keep the Auto Recovery and should have a power problem, you will definitely lose the document you're working on that hasn't been saved yet. This does not create a backup - it just saves what you are doing until the document is complete.**

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