**MSWord 2007 Backup Copies**

**Set Word to make backup copies of all documents you create in MSWord 2007.**

**1. Open MSWord 2007.**

**2. Click the Office button at the top left corner.**

**3. Click Word Options at the bottom of the column that is displayed.**

**4. Click Advanced option on the left side of the page.**

**5. Scroll down to the SAVE area.**

**6. Place a check in the  <u>Always Create Backup Copy </u>checkbox.**

**7. Click SAVE.**

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