

Microsoft Word backup

1. On the document tool bar select "Tools".
2. Scroll down to "Options"
3. Several tabs appear, choose the "Save" tab.
4. The sentence "always create a backup should be checked.

Now when creating a document in MSWORD, not only will your document be saved, but it will also make a back up copy.

NOTE: you should also set a time for an auto save, such as every 10 min.

NOTE: You can also have your documents saved in a different format than .doc by seleting the format you prefer, such as .rtf, Rich Text Format.

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