

## Hide menu

## Using accessibility features

## Set save options

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## Controlling page appearance

## Controlling text flow

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# Exercise: Setting additional save options

**Note:** You can pass this course and all graded assessments without access to the downloadable version of Word.

## How to complete this exercise

To complete this exercise, you will need access to Microsoft Word.

**Note:** Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

## Access Microsoft Account

[Log in to your Microsoft account](#). Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

## Let's get started!

In this exercise, you will check your AutoSave and AutoRecover options. You will also save a document in the Word 97-2003 format.

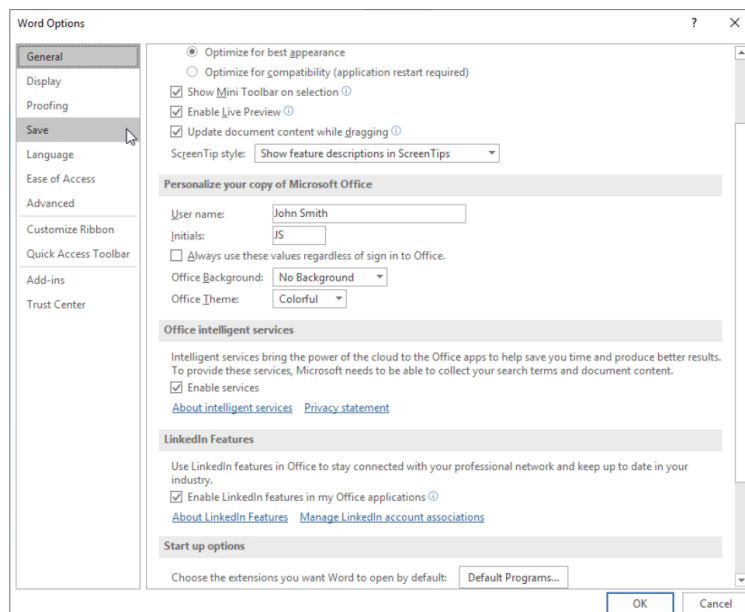
1. Click on the link below to open the Microsoft Word exercise document you can use to complete this exercise.

[Exercise: Setting additional save options](#)

2. Click File → Options:

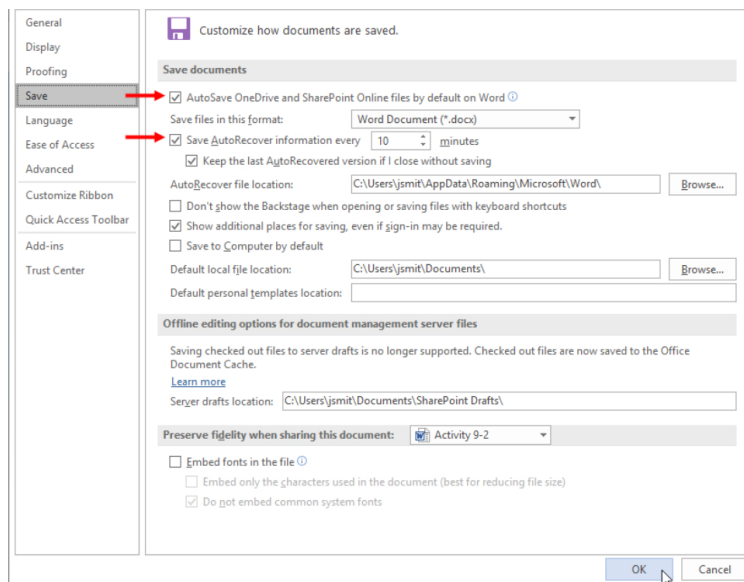


3. Click the Save category:

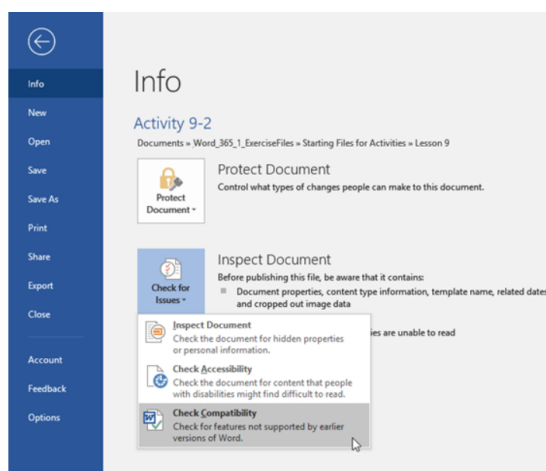


4. Ensure that the top two boxes are checked. (If not, check them now.) Click "OK:"

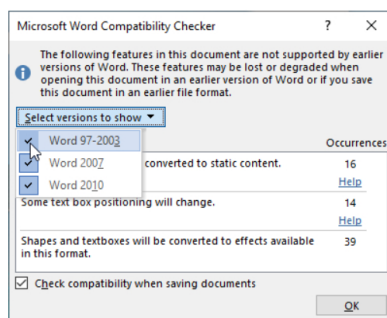




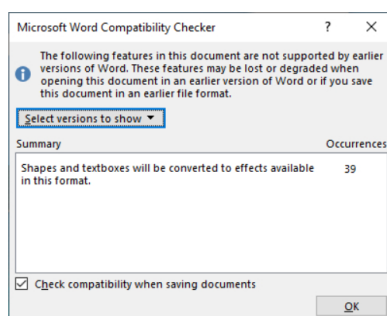
5. Now let's check this document for compatibility issues. Click File → Info → Check for Issues → Check Compatibility:



6. The Compatibility Checker will run and display any possible issues. Click the drop-down arrow at the top of the dialog box and uncheck Word 97-2003:

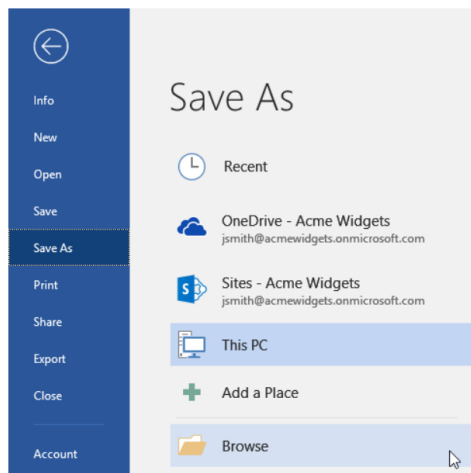


7. How does the list of issues change?

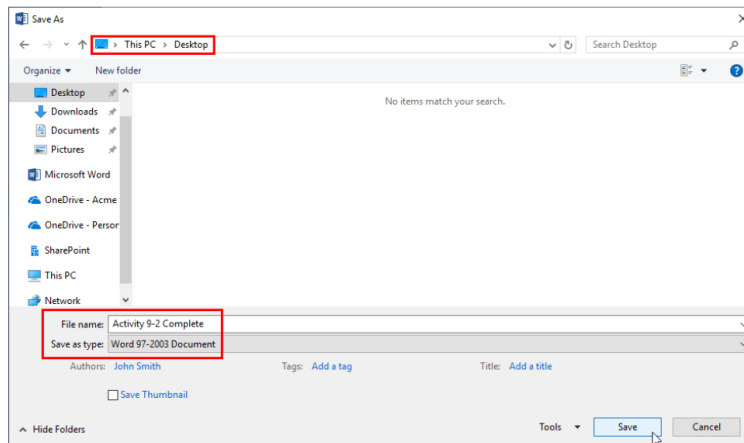


Click "OK" to close the Compatibility Checker.

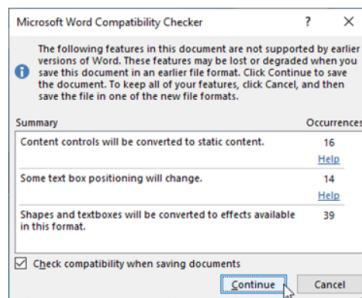
8. Now we are ready to save the document in the .doc format. Click File → Save As → Browse:



9. In the Save As dialog box, navigate to your desktop. Change the file name to "Activity 9-2 Complete." Finally, choose Word 97-2003 Document as the file type. Click "Save:"



10. The Compatibility Checker will remind you that there may be issues with this document when opening it in older versions of Word. Click "Continue" to complete the save process:



11. Close Microsoft Word 365 to complete the exercise.

12. Now, you can check out an example of a completed document in the link below:

[Completed exercise: Setting additional save options](#)

Mark as completed

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