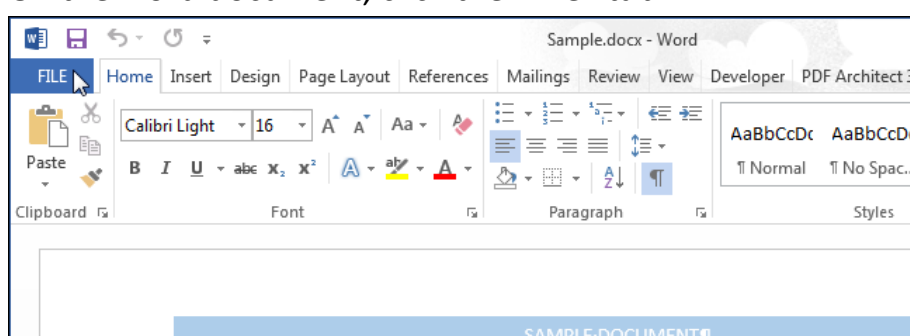**DID YOU KNOW?**

How to Auto-Backup Ms-Word Document

Backing up your documents is always a good thing to do, but not always something we remember to do. Word can automatically create a backup copy of your Word document every time you save it and we'll show you how to do this.
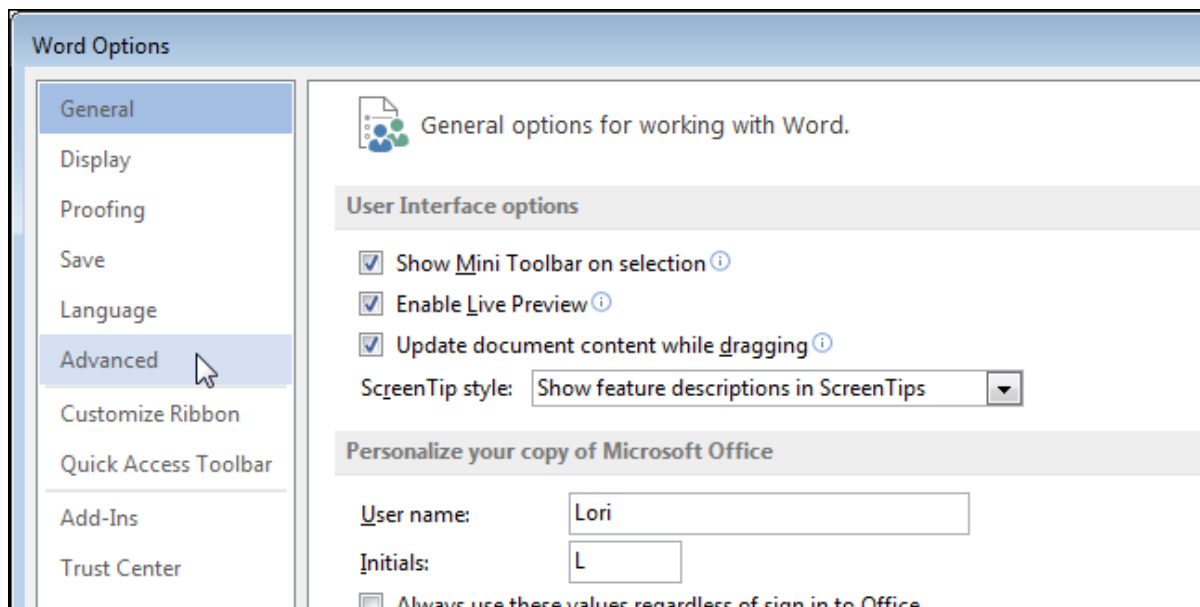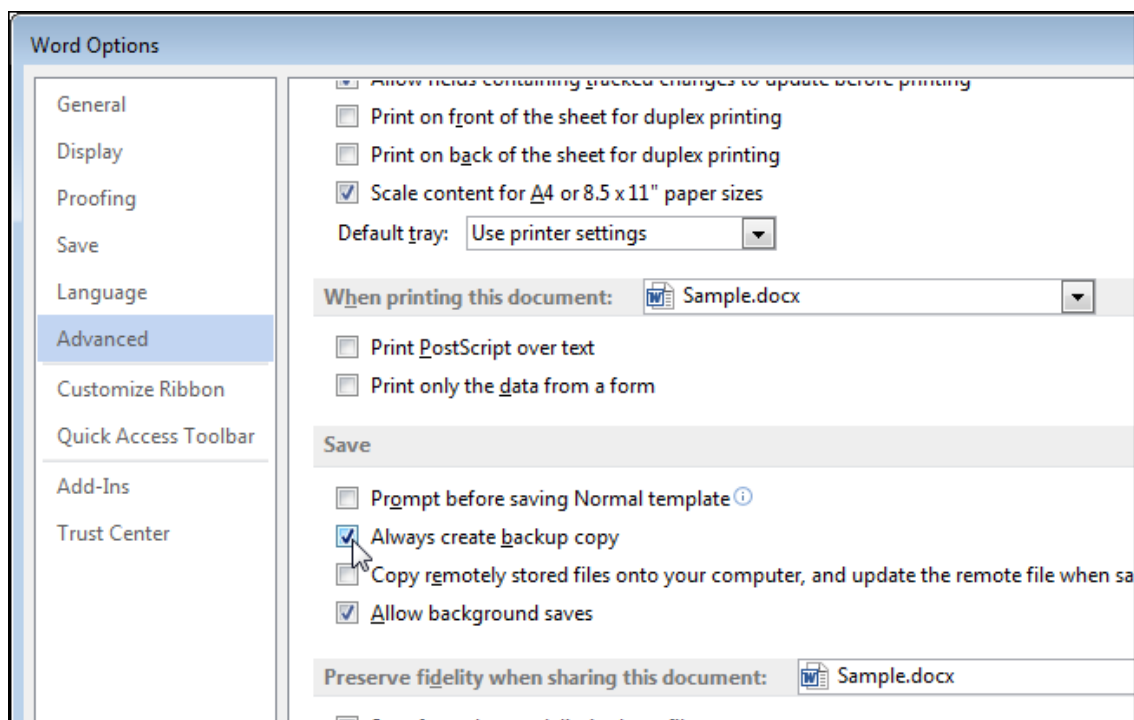
1) On the word document, click the "File" tab.

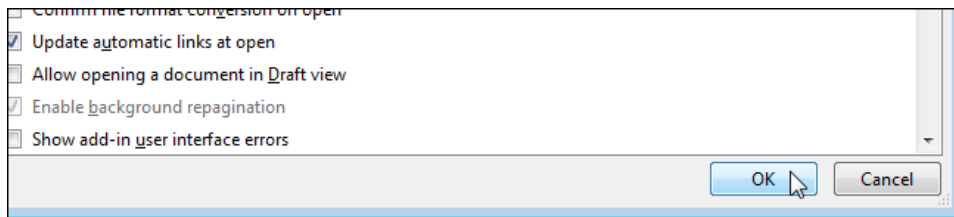2) On the backstage screen, click "Options" in the list of items on the left.
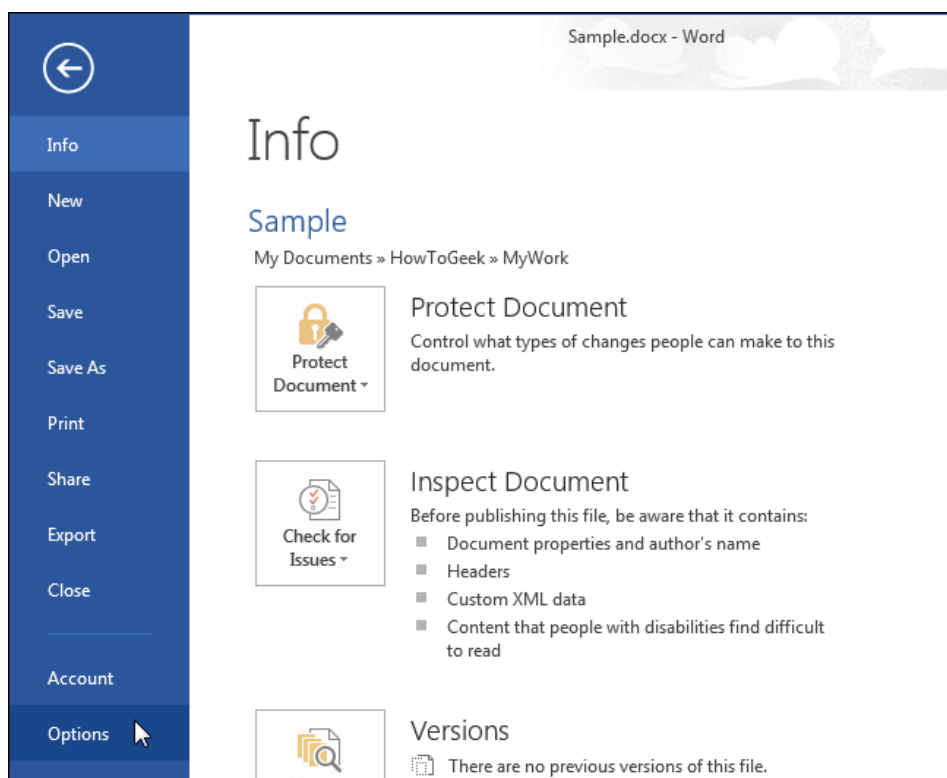
3) On the "Word Options" dialog box, click "Advanced" in the list of items on the left

4) Scroll to the Save section, and then select "Always create backup copy."

5) Click "OK" to close the "Word Options" dialog box

6) The backup copy is saved in the same folder as the original document. You can open it in Word and edit it as you would any ".doc" or ".docx" file.

THANK YOU