

PRINTABLE GUIDE

Save a document and open it again

Some apps save automatically; others need Save. Know both the filename and location, and practise with harmless content so you do not replace important work.

Windows; writing app such as Word | 2 min read | 5 steps

Before you start

- ☐ A writing app and a short practice document
- ☐ A folder you recognise, such as Documents

1. Write a small practice note

Open the writing app and type a sentence. If it automatically starts a cloud document, check which account owns it. Automatic saving is helpful, but you still need to know where the document belongs.

- ☐ Done this step

2. Choose the save command

Use File > Save or Save As; some versions of Word use Save a Copy for a separate file. On Windows, Ctrl + S commonly saves. Read the dialogue rather than accepting an unfamiliar location automatically.

- ☐ Done this step

3. Choose name and location

Select your Practice folder or Documents and enter a descriptive filename. Keep the app's normal file type unless you need another format. PDF shares layout; retain the editable working document too.

- ☐ Done this step

4. Save and check

Choose Save. If warned that a file already exists, cancel unless you intend to replace it. Confirm the title and location. Continue using Save for later edits; a cloud app may show a saved or synced indicator instead.

☐ Done this step

5. Close and reopen

Close the document, then use File Explorer or the app's Open command to locate the saved file. Reopen it and confirm the sentence is there. If it is missing, return to the app's recent documents before creating duplicates.

☐ Done this step

Try it for yourself

Save a note called Practice letter, close it and reopen it.

☐ I tried the task.

My notes

Is AutoSave a backup?

No. It saves changes, including unwanted changes. Version history or a separate backup may help recover earlier work, depending on the app.

Official help and the online guide

Save and open Word documents - <https://support.microsoft.com/en-us/word/basic-tasks-in-word>

Find files and apps in Windows - <https://support.microsoft.com/en-us/windows/experience/storage-filemanagement/find-your-files-and-apps-in-windows>

Read online: <https://plaintechguides.com/guides/save-and-reopen-document/>