

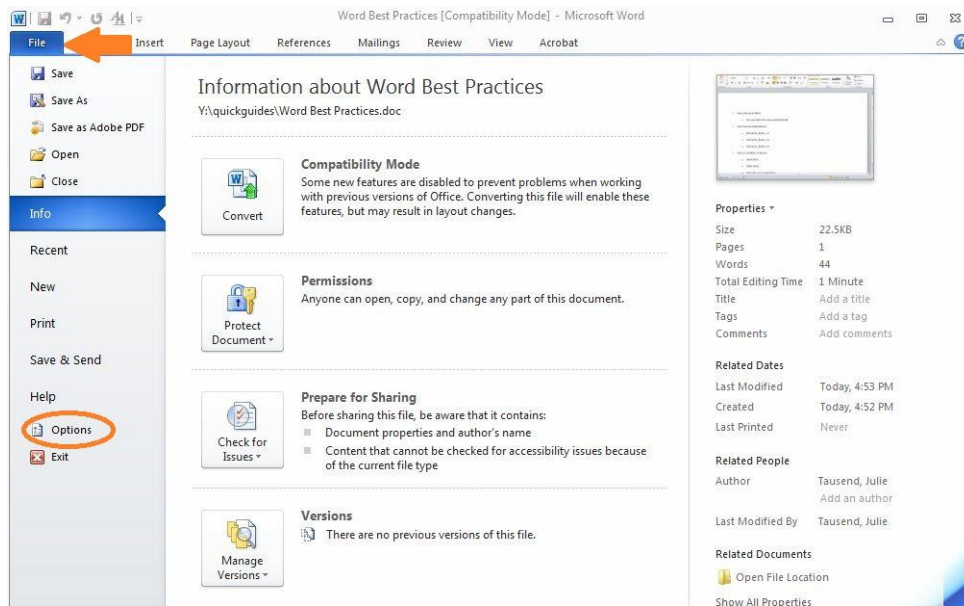
Many working professionals use Microsoft Word on a regular basis. It comes second nature to type documents; however, some of the best practices for productivity are sometimes overlooked.

Best Practice #1- Save and Save Often

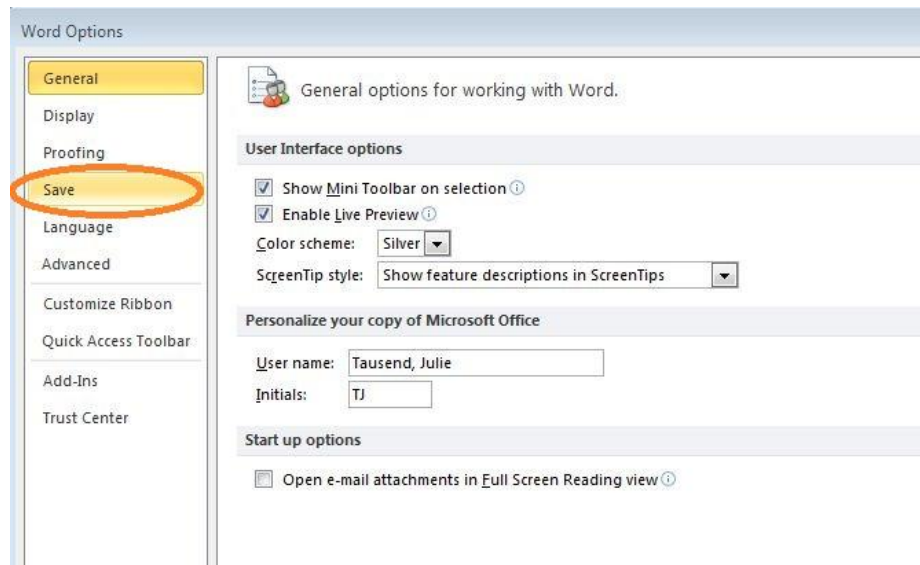
Keyboard Shortcut = hold CTRL and S at the same time

Set your Word Software to save automatically, in case you forget to manually save:

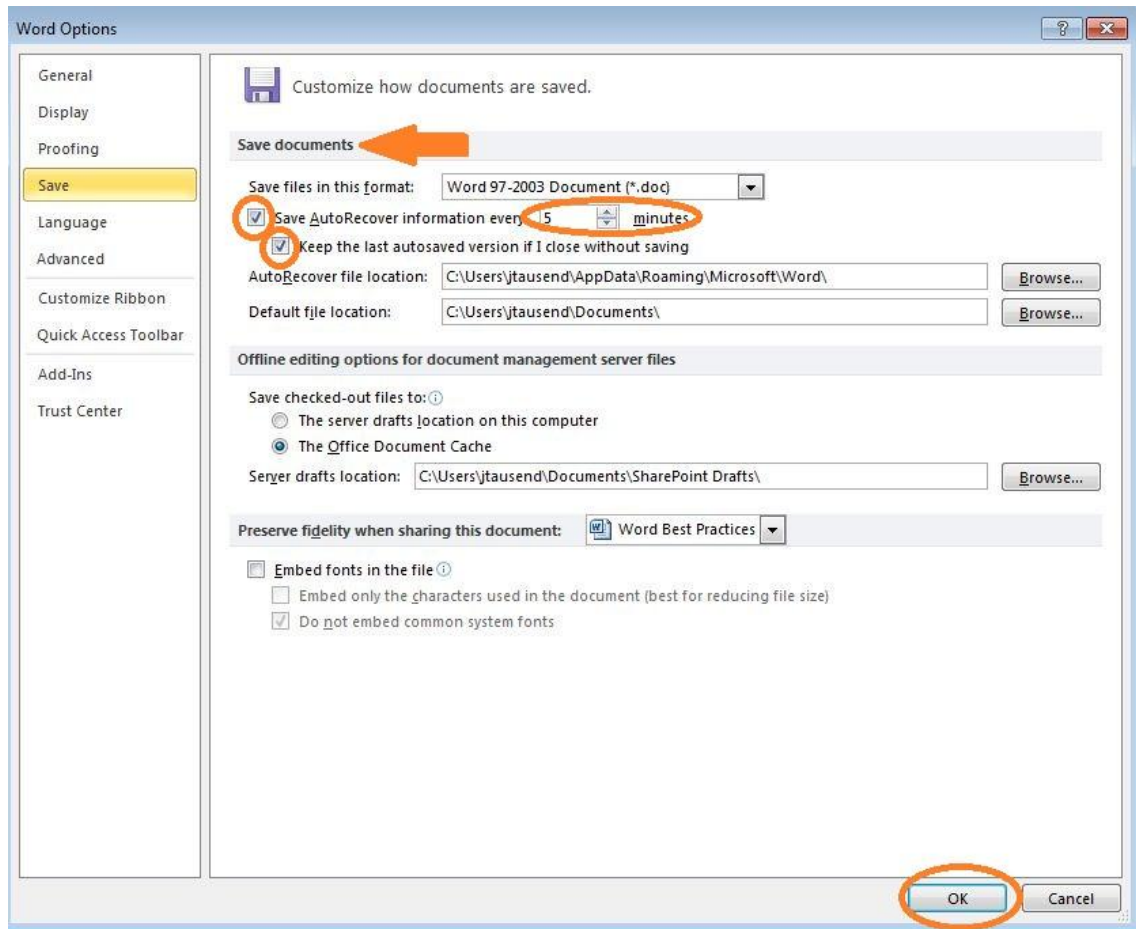
1. Click **File**
2. Click **Options**. A new window will appear.



3. Click **Save**.



- Under **Save documents**. Check mark **Save AutoRecover information every ____ minutes**. And use the drop down menu to pick a few minutes. IS Recommends 5
- Check mark **Keep the last autosaved version if I close without saving**



- Click **OK**

Best Practice #2- Save Version Reiterations

You'll have early "draft" versions you can refer back to if necessary. A good file name includes the title, date, and version number so you can easily see when you created a document and the current version:

- title_date1_v1
- title_date2_v2
- title_date3_v3

Best Practice #3 Save in Multiple Locations

If your computer breaks or gets lost, you have backups of your work

- Hard Drive (AKA computer)
- Flash Drive (AKA thumb drive, USB drive)
- Drop Box or Google Drive

Best Practice #4 Use Templates

Like how a document looks? Save it for reuse as a template (see topic on [Creating Templates](#)).

Best Practice #5 Use Track Changes

Keep track of your edits until a final version is needed (see topic on [Collaborating with Word](#)).