

# **Karlen Communications**

## **Avoiding the File/Backstage area when Saving Documents in Office 2016 Applications**



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## Table of Contents

Introduction .....	3
Changing the Save As Defaults .....	3
Contact Information .....	5

# Introduction

If you find the use of the File/Backstage area time consuming every time you want to save a new document, there is a way to turn this off in Office 2016 applications.

You will need to do this in all Office applications you don't want to use the File/Backstage to give you the list of storage options. Once done, however, you shouldn't have to change it. Changing the Save As Defaults

To change the Save settings and avoid the File/Backstage area when saving a document:

1. Press Alt + F, T for File, Word Options.
2. A dialog opens with categories down the left and settings for each category down the right.
3. Press S to move to the Save category and then press Alt + S. This will move you to and check the check box to "Don't show the Backstage area when opening or saving documents."
4. Press Alt + C to move to and check the option to "Save to Computer by default."
5. Tab to and activate the OK button.

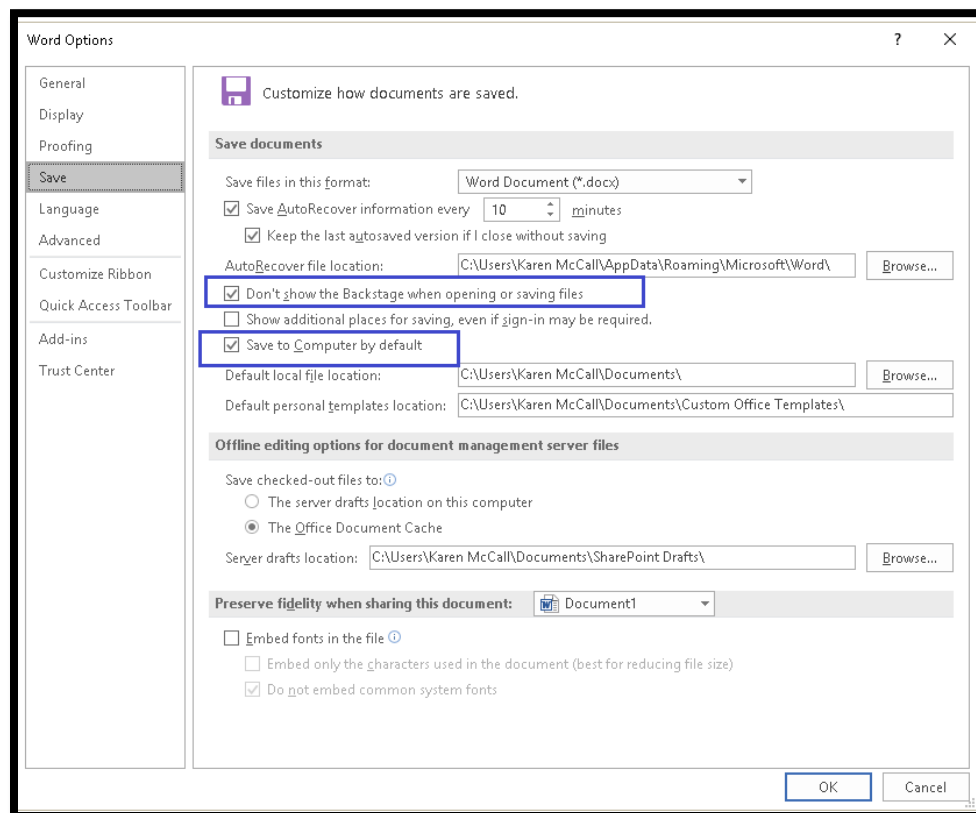


Figure 1 Save options in the Word Options dialog.

Text

## Contact Information

You can [contact Karen McCall](#) with any questions about this how to booklet or any suggestions for others. Visit the [Karlen Communications web site](#) for more how to booklets!