

TIP SHEET: Save As and Open in Office ProPlus (Office 2013)

When you click the File Tab in Word or Excel 2013, you'll see changes in the look and feel of the Backstage with more options for Save As and Open. This Tip Sheet explains the changes.

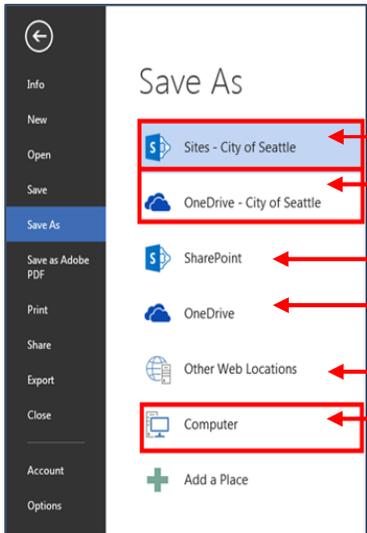
Save As:

Save As gives you more locations to save your documents, depending on if you store your work locally on your Home or Shared Drive or store your work in the Cloud in OneDrive for Business or SharePoint Online.

Save documents in **ONLY THREE MAIN PLACES** as noted in the Red Boxes below:

1. **SITES – CITY OF SEATTLE:** This is the City's SharePoint Online site and where SharePoint Online Team sites are located
2. **ONEDRIVE - CITY OF SEATTLE:** This is your secure storage area for City documents – think of it like a Home Drive in the Cloud that only you can access
3. **COMPUTER:** This is saving to your network Home or Shared Drive

Below is a quick explanation of the different options:



Sites – City of Seattle: Opens a list of your SharePoint Online Team Sites.

OneDrive – City of Seattle: Opens the directory to **your** City-assigned Personal Cloud Storage.

SharePoint: Opens a list of SharePoint 2010 sites you have accessed.

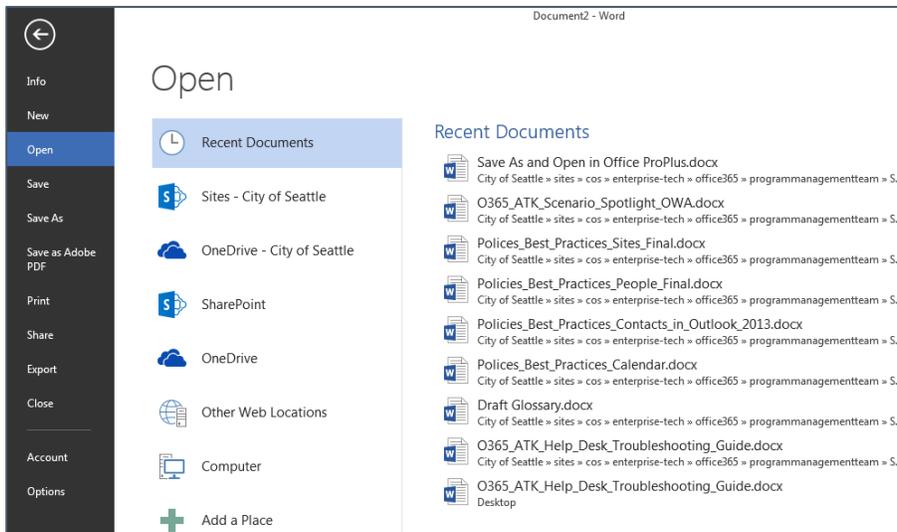
OneDrive: Goes to the consumer version of OneDrive available to general public. **Do not store City business here.** Requires a Microsoft login. City credentials will not work.

Other Web Locations: A list of recently opened internal web pages.

Computer: Opens the window with your local PC, network home or shared Drives.

Open:

Open gives you the same options as the Save As screen, plus links to your Recent Documents



Recent Documents

- Save As and Open in Office ProPlus.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- O365_ATK_Scenario_Spotlight_OWA.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- Polices_Best_Practices_Sites_Final.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- Polices_Best_Practices_People_Final.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- Polices_Best_Practices_Contacts_in_Outlook_2013.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- Polices_Best_Practices_Calendar.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- Draft_Glossary.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- O365_ATK_Help_Desk_Troubleshooting_Guide.docx
City of Seattle » sites » cos » enterprise-tech » office365 » programmanagementteam » S...
- O365_ATK_Help_Desk_Troubleshooting_Guide.docx
Desktop