

Microsoft Word File Saving Tutorial

General Info:

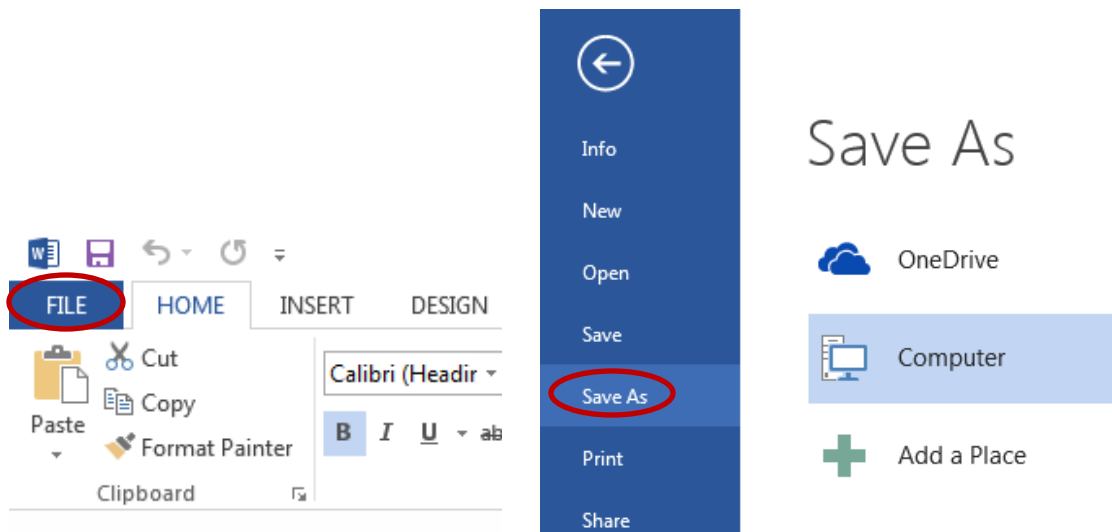
Please remember, when submitting an assignment to UTOSubmit or Turnitin, you must ensure that the extension of the file being uploaded matches the file extension outlined in the assignment requirements.

Contents:

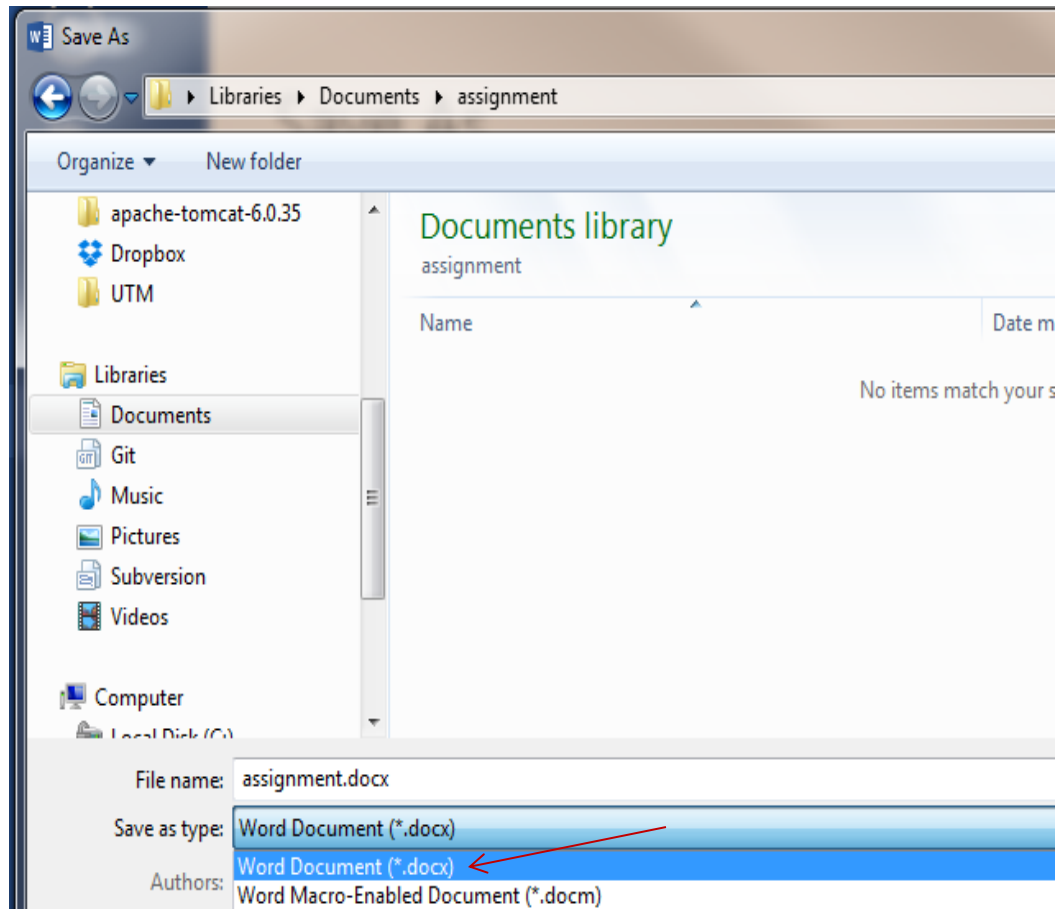
- [Windows \(.docx\)](#)
- [Windows \(.doc\)](#)
- [Mac \(.docx\)](#)
- [Mac \(.doc\)](#)

Windows (.docx)

- To save the document as a **.docx** file extension, click **File -> Save As**

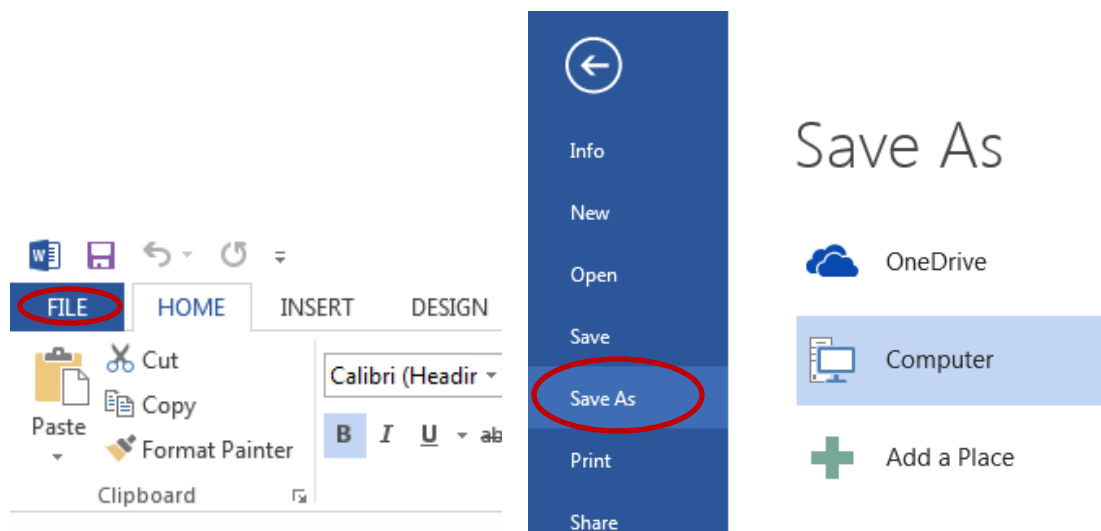


- In the resulting popup window, name the file & leave the **Save as type** as the default file extension

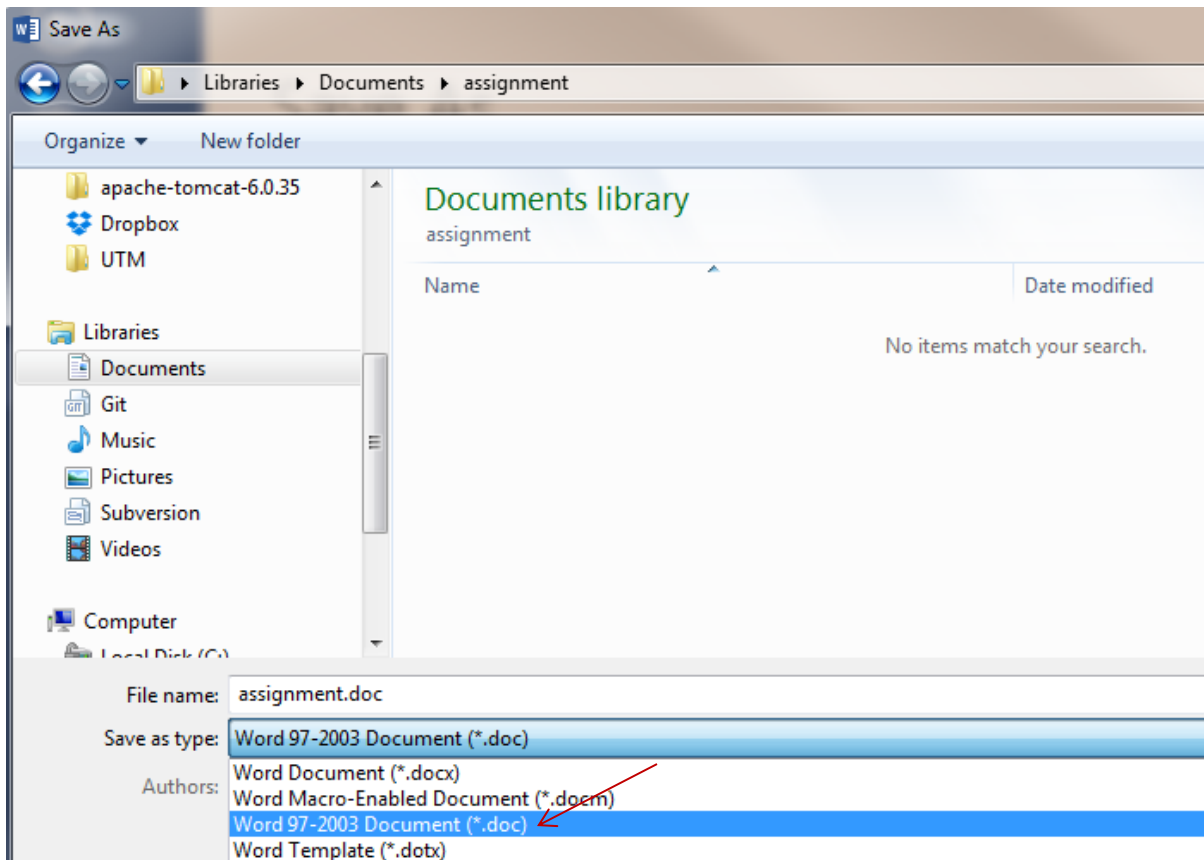


Windows (.doc):

- To save the document as a .doc file extension, click **File -> Save As**

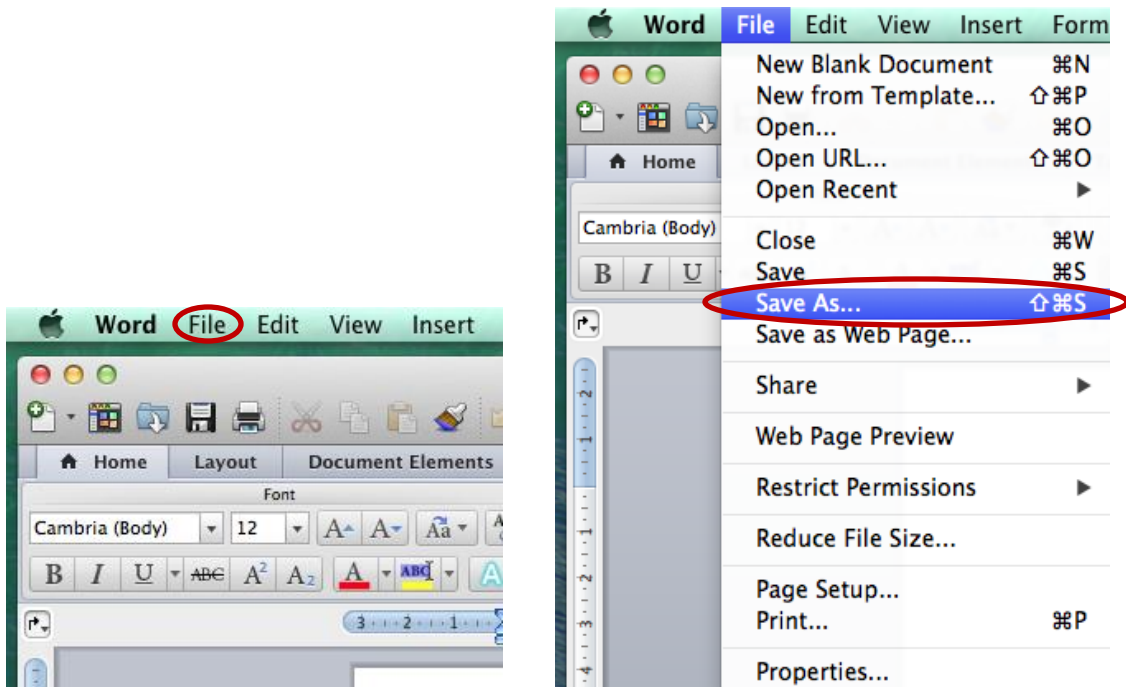


- In the resulting popup window, name the file, and then navigate the **Save as type** drop down menu and select **Word 97-2003 Document**.

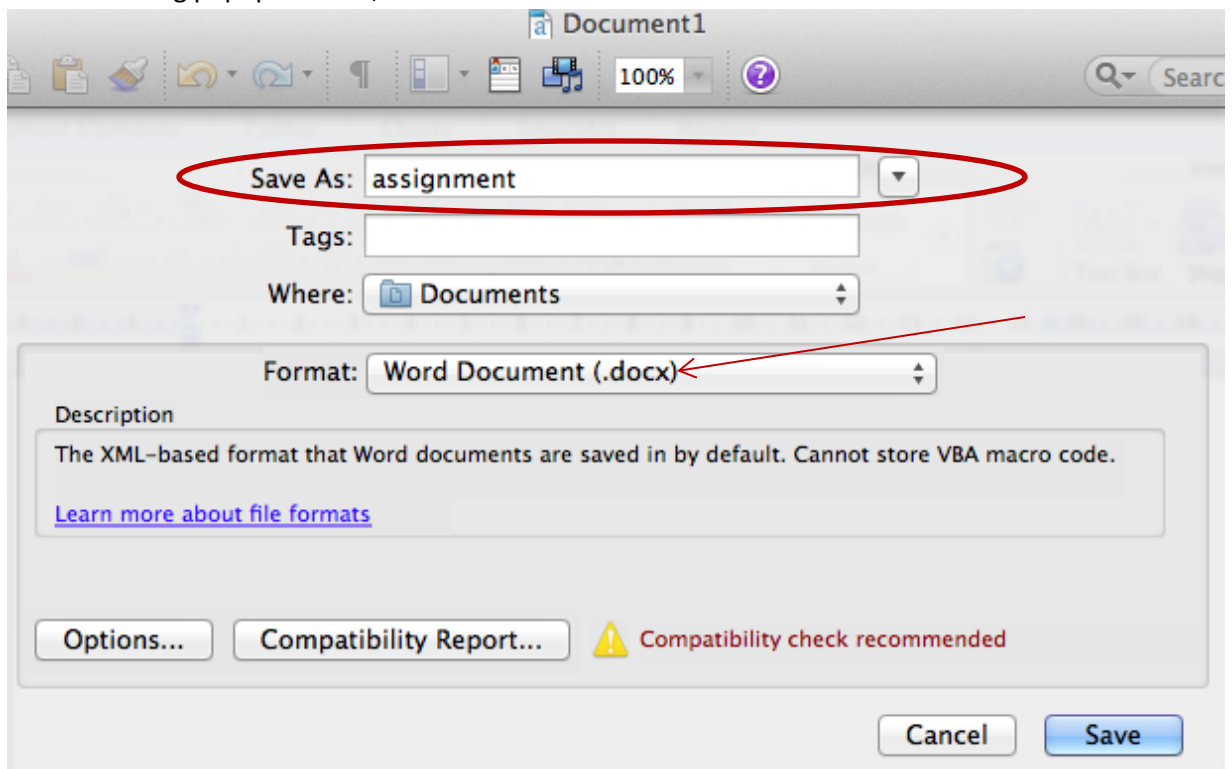


Mac (.docx):

- To save the document as a **.docx** file extension, click **File -> Save As**

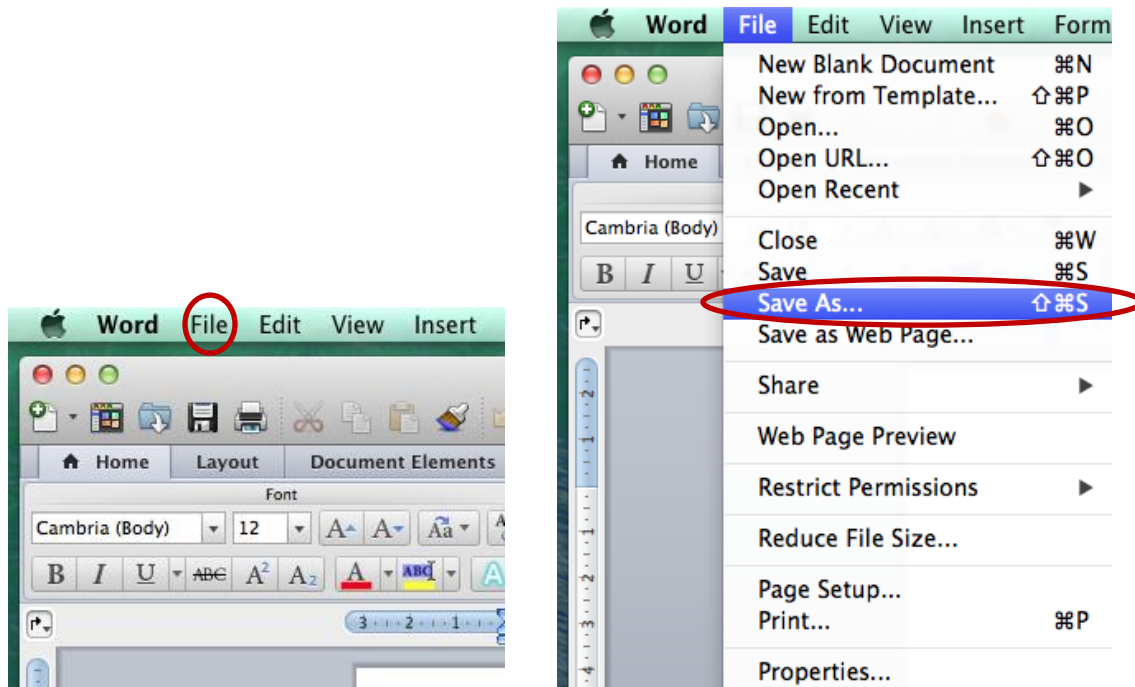


- In the resulting popup window, name the file and leave the **Format** as the default file extension.



Mac (.doc):

- To save the document as a .doc file extension, click **File -> Save As**



- In the resulting popup window, name the file, then navigate the drop down menu for **Format** and select **Word 97-2004 Document (.doc)**.

