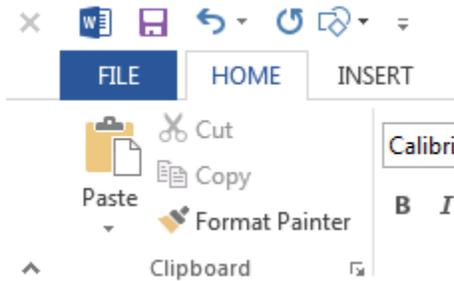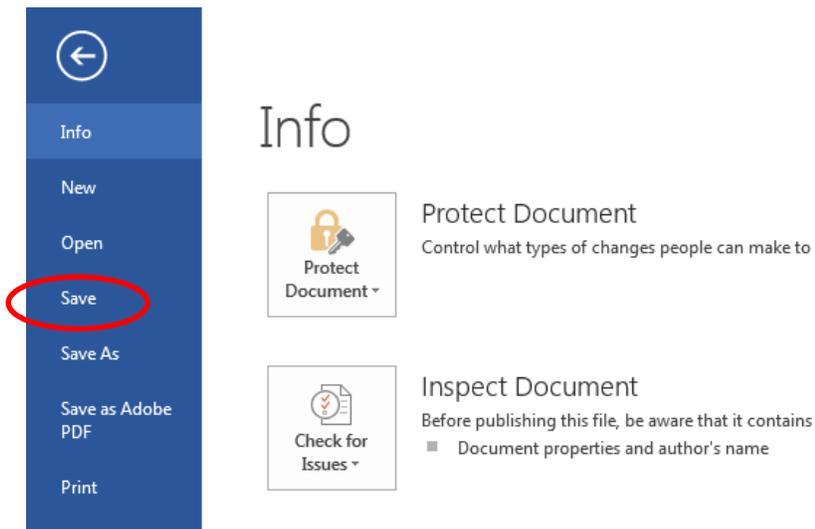**How to Save Word files, including when Word is not on computer.**
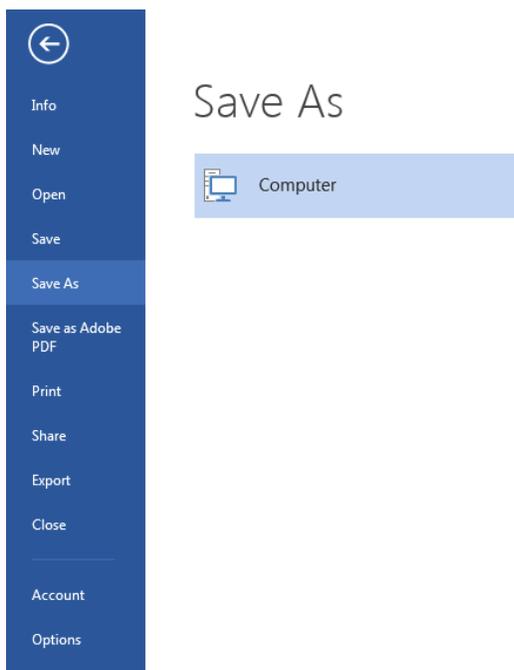
1. From within a Microsoft Word document click on the blue FILE icon in the upper left of the screen. *(you may also click on the floppy disk icon to save as well)*

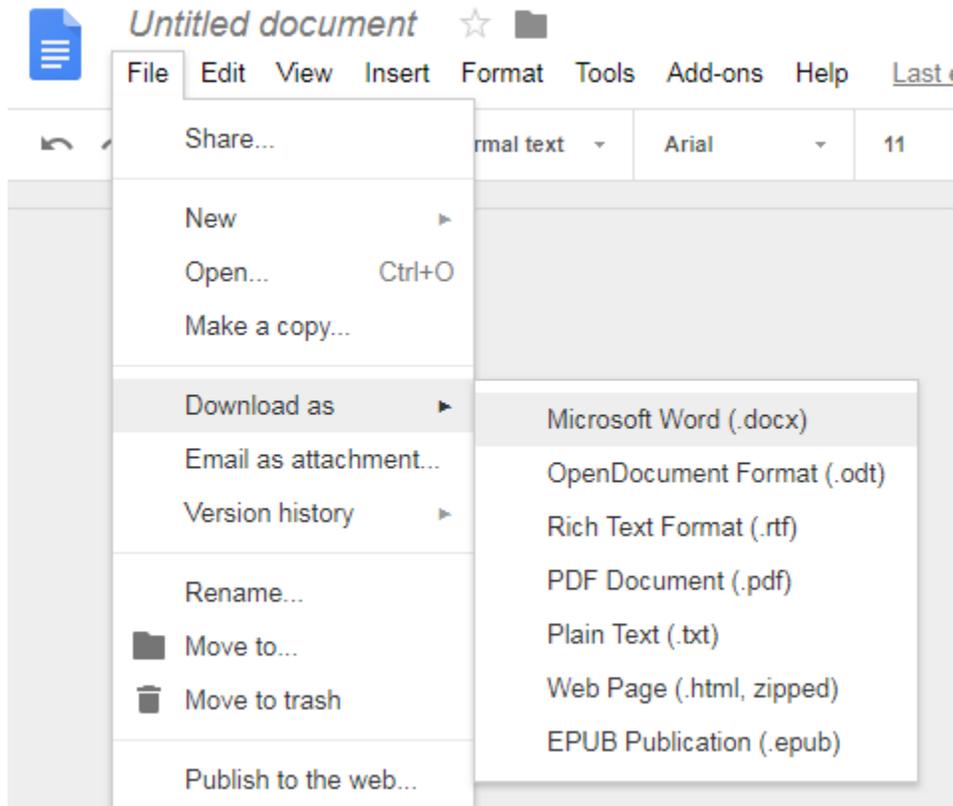2. Then click on the word save.

3. Select where you would like to save your file.

If your computer doesn't have access to Microsoft Word you can still create a Word file from many other text editors.

How to save a Microsoft Word file from Google Docs.

1.   Open the document you would like to save as a Word document.
2.   Next to the blue Google Docs icon click on the "File" pull down menu.
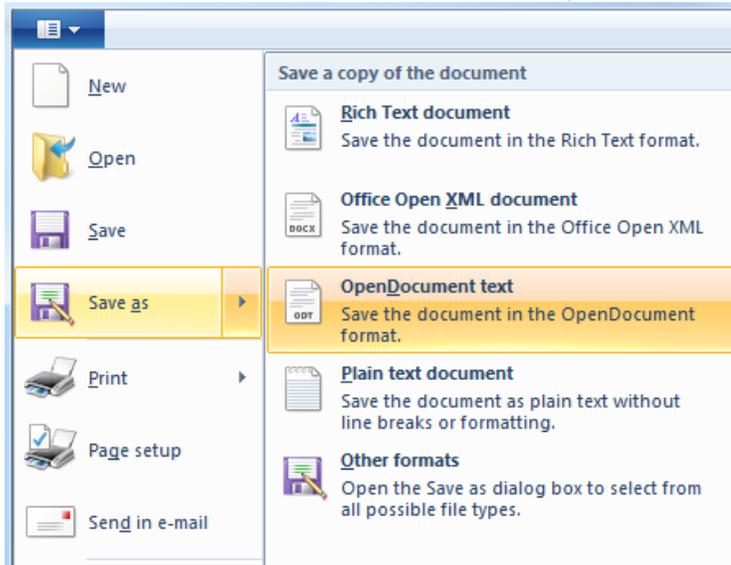3.   Click on "Download as" and select Microsoft Word.

4.   Your new Word Document will be downloaded.

How to save a Microsoft Word file from WordPad.

1.   Open the document you would like to save as a Word document.
2.   Click on the blue icon on the left side of the WordPad window.
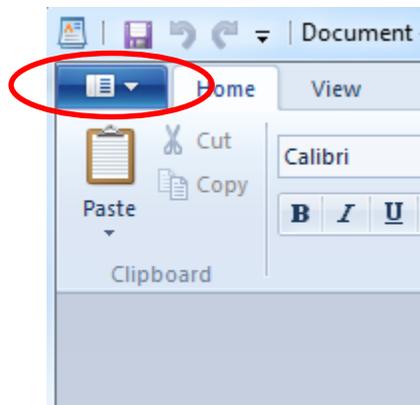
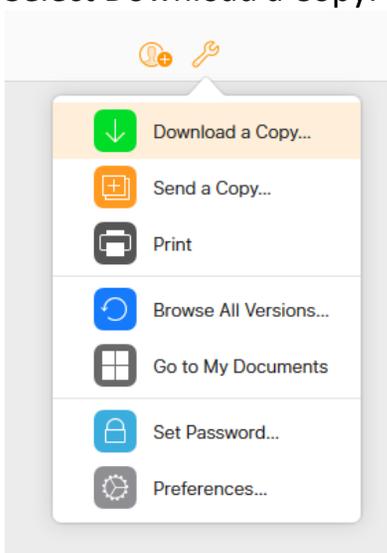3. Click on "Save as" and select Office Open XML document.

4. Select where to save your new XML document.

How to save a Microsoft Word file from iCloud Pages.
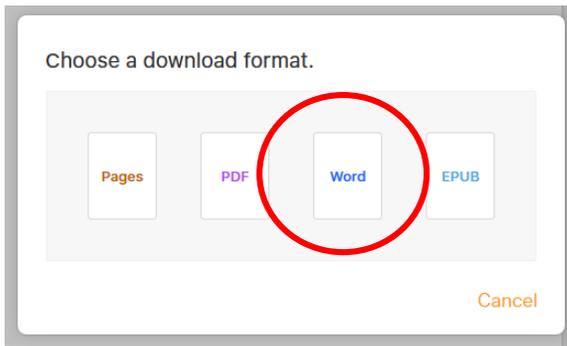1. In Pages, choose File and open.
2. Click on the wrench icon.

Select Download a Copy.

4. Click Word.

5.   Pages will create a Word format document for you to download. You may save the file to your desktop or open it directly in Microsoft Word.

**How to save a Microsoft Word file from TextEdit.** *(MAC)*
1.   Open your Pages document.
2.   Name the document, add one or more tags, select a location, then select a format.

        To save your document in the TextEdit folder in iCloud Drive, click the Where pop-up menu, then choose "TextEdit — iCloud." If you choose iCloud Drive in the pop-up menu, your document is saved in iCloud Drive, but not in the TextEdit folder. If you don't see the pop-up menu, click TextEdit in the iCloud section of the Finder sidebar.
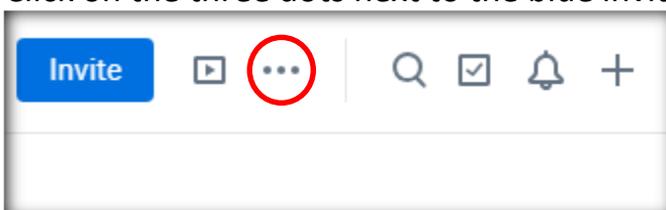3.   Click Save.

How to save a Microsoft Word file from Dropbox Paper.
1.   From Dropbox.com select Paper on the left hand side under the Dropbox logo.
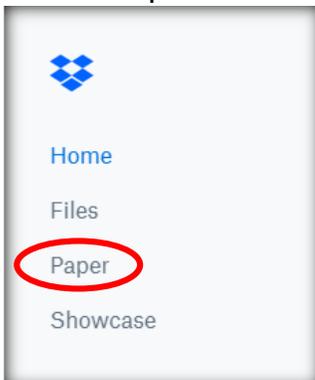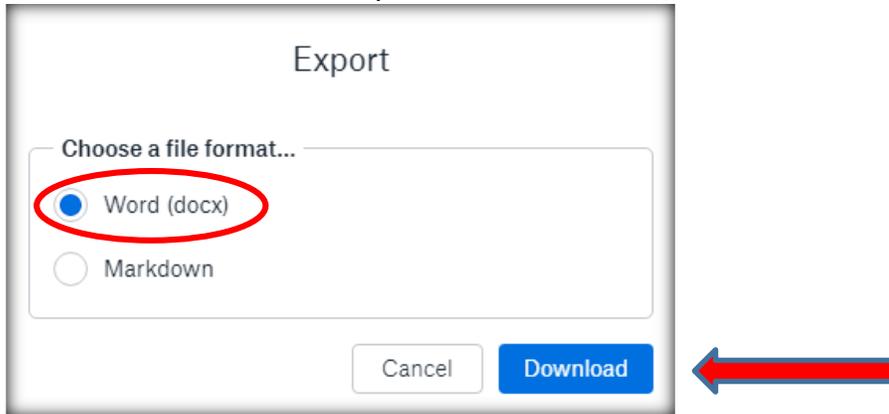

2.   Open the document you would like to save as a Word document.
3.   Click on the three dots next to the blue invite button.

4.   Click on "Download".

5. Select Word from the Export Window and click download.

Export

Choose a file format...

- ● Word (docx)
- ○ Markdown

Cancel   **Download**

6. Once your file has been prepared click on the Download button.

Download

Preparation complete

1 of 1

Close   **Download**