**Excel 2010**
Saving

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Introduction

Are you saving a workbook for the first time? Saving it as another name? Sharing it with someone that does not have Excel 2010? There are many ways you **share and receive workbooks**, which will affect how you need to save the file.

In this lesson you will learn how to use the **Save** and **Save As** commands, how to save as an **Excel 97-2003** compatible workbook, and how to save as a **PDF**.

Saving Workbooks

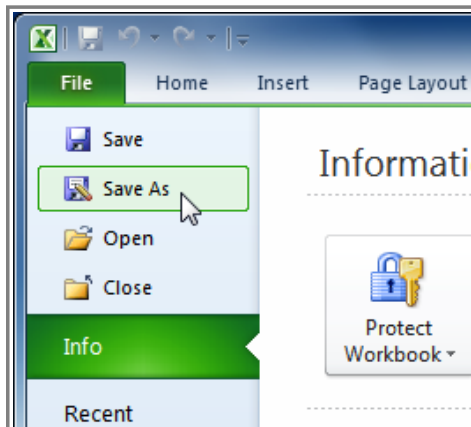>>> Watch the video to learn some of the ways that you can save workbooks.
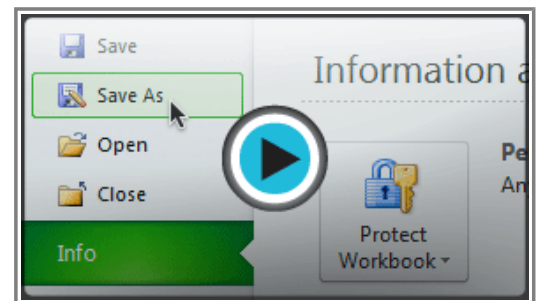
*Watch the video (2:54). Need help?*

To Use the Save As Command:

Save As allows you to choose a name and location for your workbook. Use it if you are saving a workbook for the first time or if you want to save a different version of a workbook while keeping the original.

1. Click the **File** tab.
2. Select **Save As**.

Save As

3. The **Save As** dialog box will appear. Select the location where you wish to save the workbook.
4. Enter a name for the workbook and click **Save**.
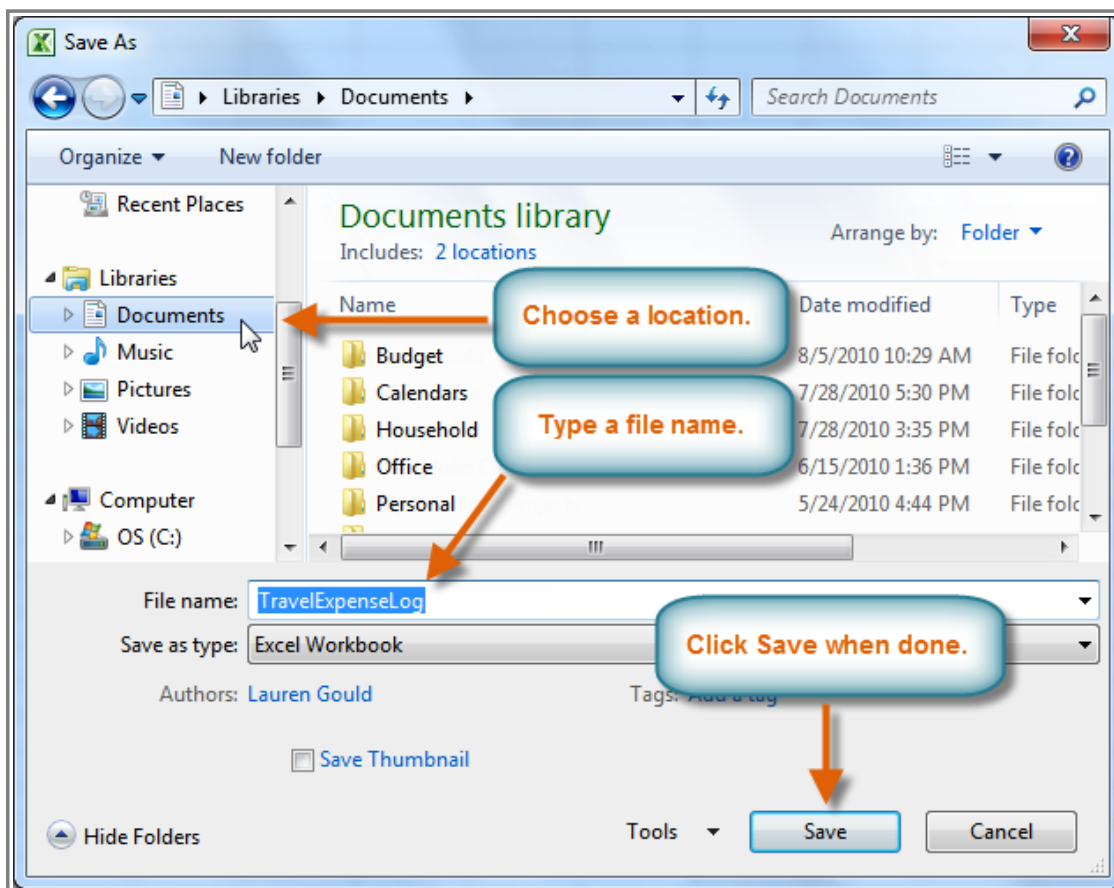
The Save As dialog box

If you are using **Windows 7**, you will most likely want to save files to your **Documents library**. For other versions of Windows, you will most likely want to save files to the **My Documents folder**. For more information, check out our lessons on Windows 7 and Windows XP.

To Use the Save Command:

1. Click the **Save** command on the **Quick Access Toolbar**.
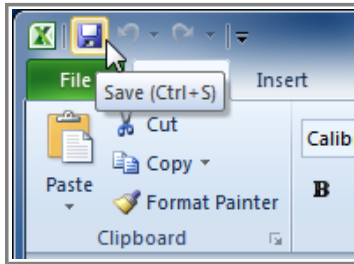
Saving a workbook

2. The workbook will be saved in its current location with the same file name.

If you are saving for the first time and select **Save**, the **Save As** dialog box will appear.

To Use AutoRecover:

Excel automatically saves your workbooks to a temporary folder while you are working on them. If you forget to save your changes, or if Excel crashes, you can recover the autosaved file.

1. Open a workbook that was previously closed without saving.
2. In **Backstage view**, click **Info**.
3. If there are autosaved versions of your workbook, they will appear under **Versions**. Click on the file to open it.
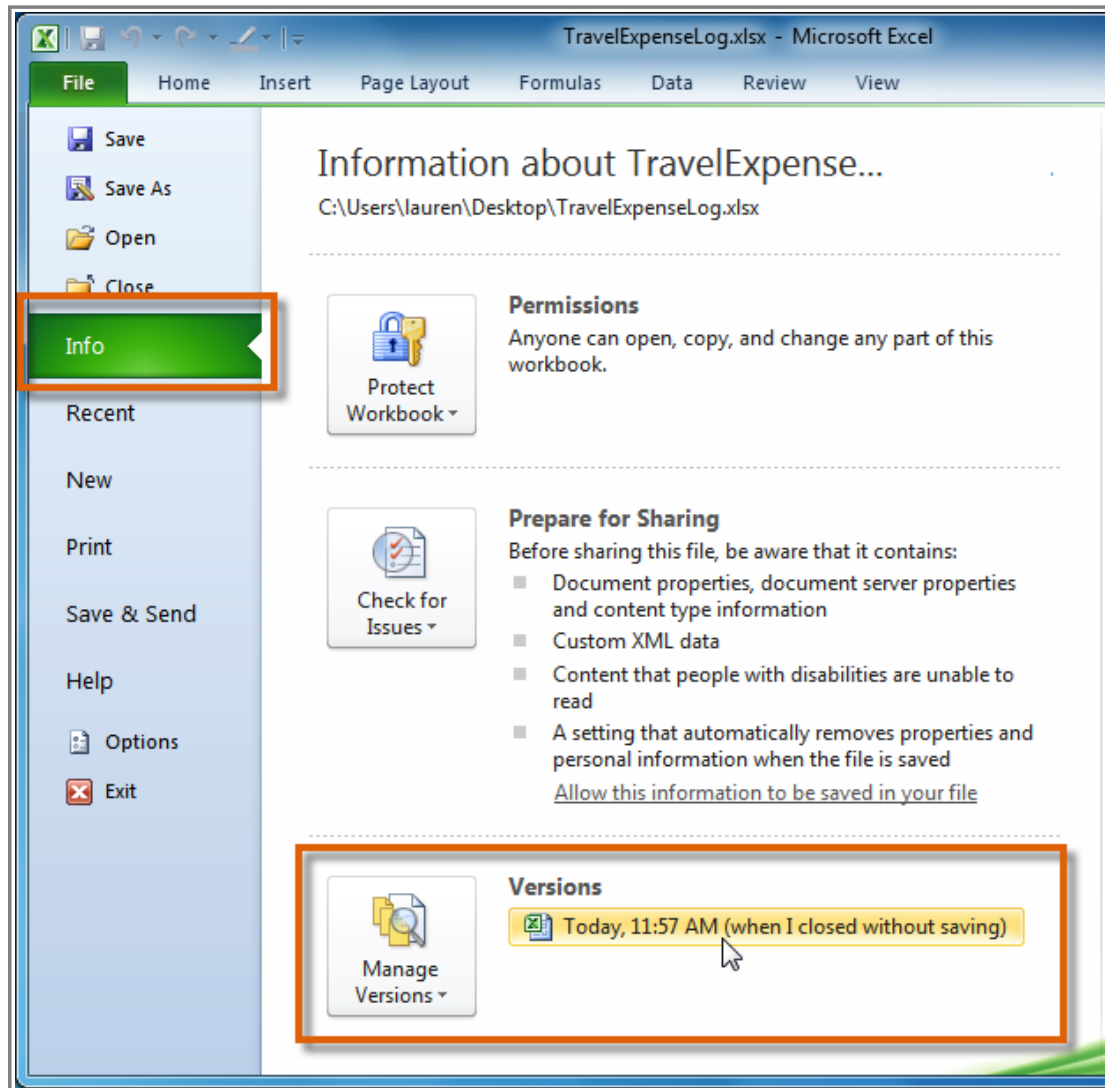
Opening an autosaved file

4. A yellow caution note will appear on the ribbon of the workbook. To restore this version of the workbook click **Restore** and then click **OK**.
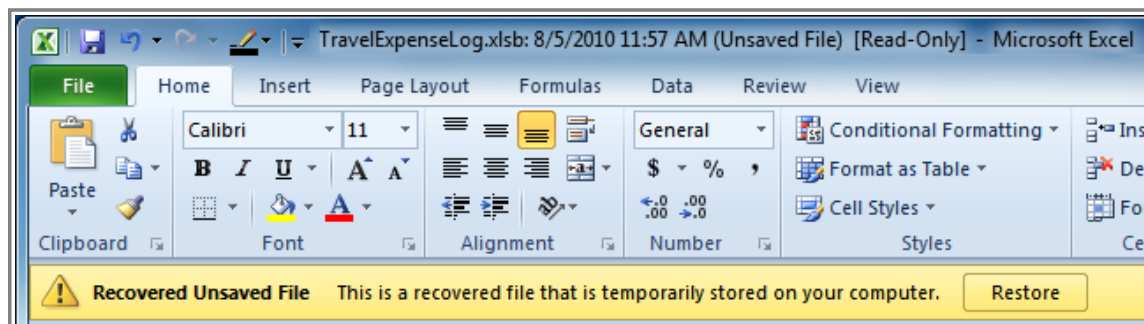
Restoring a file

⚠️ By default, Excel autosaves every 10 minutes. If you are editing a workbook for less than 10 minutes, Excel may not create an autosaved version.

If you do not see the file you are looking for, or if you are looking for an autosaved version of a file that has no previously saved versions, you can browse all autosaved files by clicking on the **Manage Versions** button and selecting **Recover Unsaved Workbooks** from the drop-down menu.
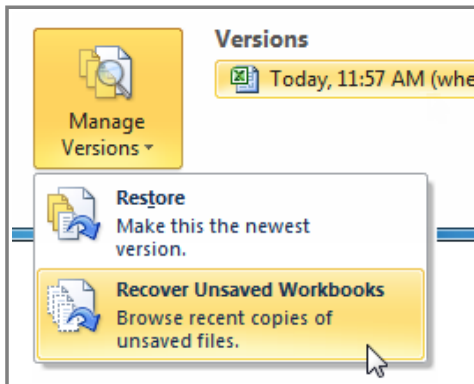

Accessing all autosaved files

To Save As an Excel 97-2003 Workbook:

You can share your workbooks with anyone using **Excel 2010 or 2007**, since they use the same **file format**. However, earlier versions of Excel use a different file format, so if you want to share your workbook with someone using an earlier version of Excel, you will need to save it as an **Excel 97-2003 Workbook**.

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **Excel 97-2003 Workbook**.
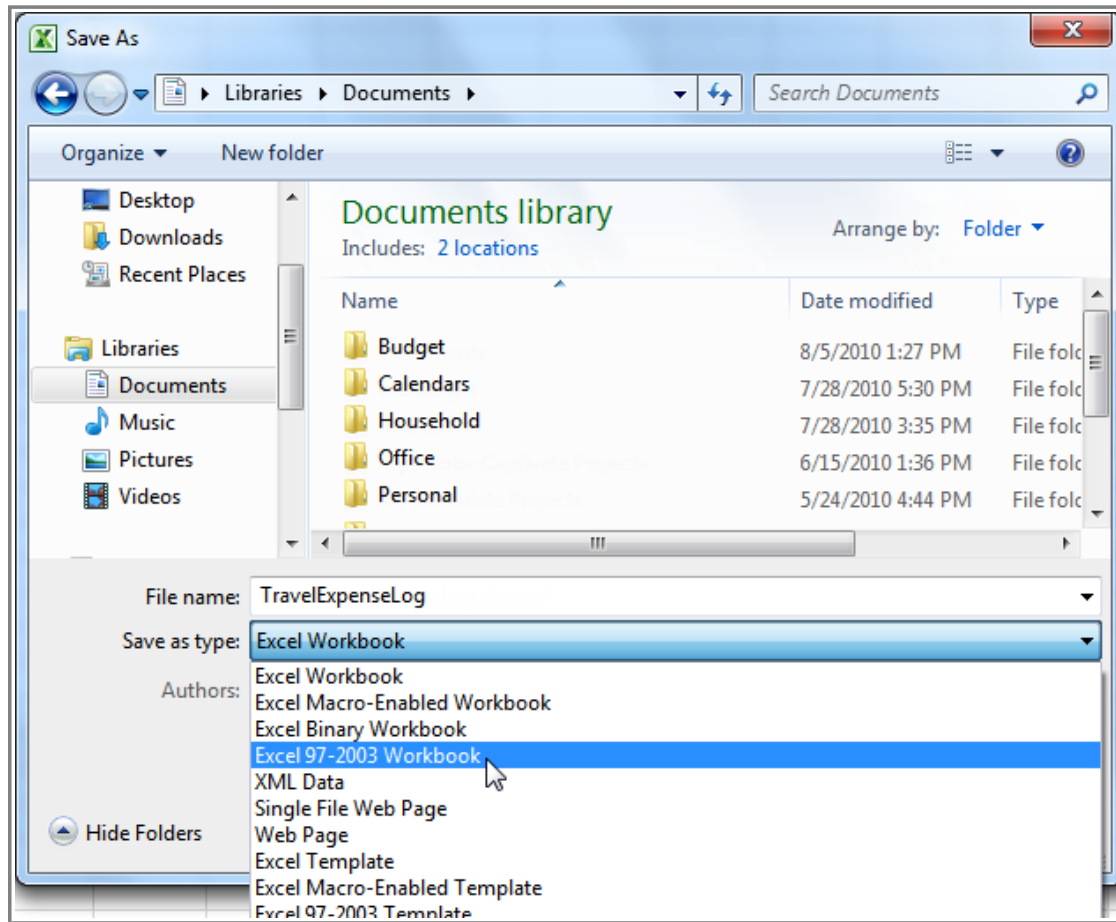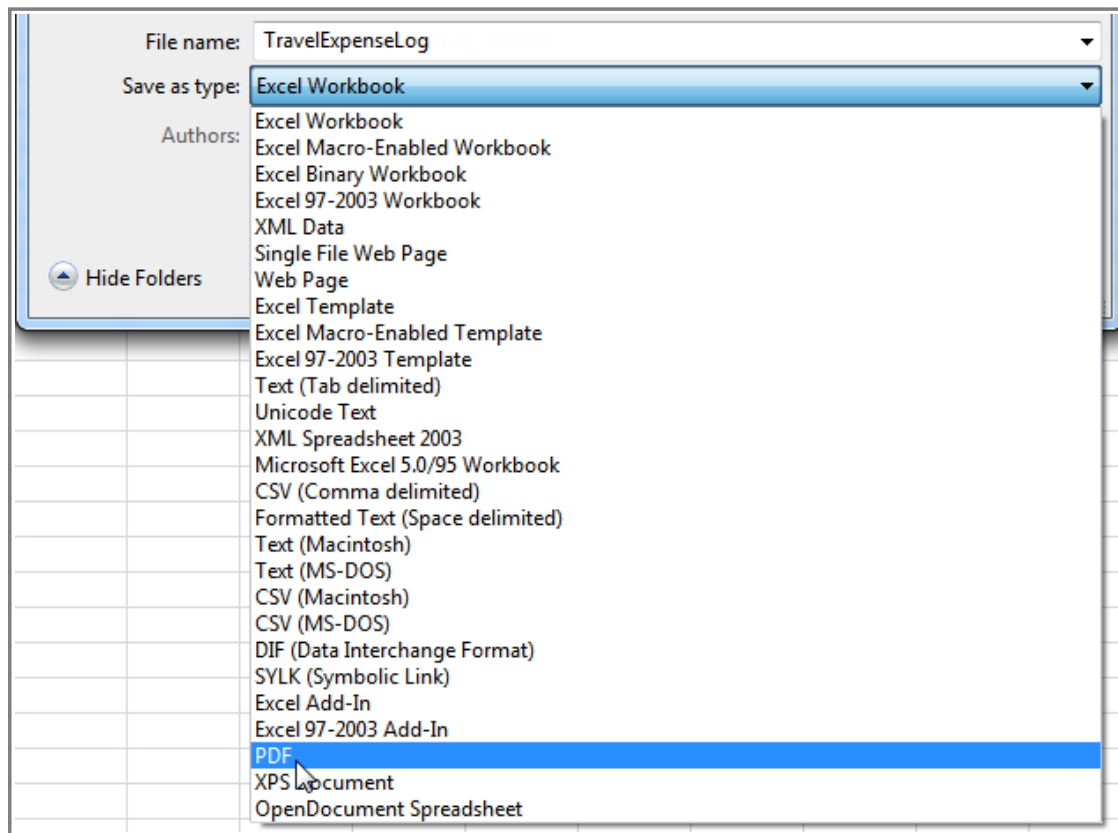
Saving as an Excel 97-2003 Workbook file

4. Select the location you wish to save the file.
5. Enter a name for the file and click **Save**.

To Save As a PDF:

Saving your workbook as an **Adobe Acrobat Document**, which is called a **PDF file**, can be especially useful when your recipients do not have Excel. A PDF file will make it possible for recipients to view the content from your workbook, but they will not be able to edit anything. If you are not sure what a **PDF file** looks like, you can download our PDF example for this lesson.

1. Click the **File** tab.
2. Select **Save As**.
3. In the **Save as type** drop-down menu, select **PDF**.

Saving as a PDF file

4. Select the location you wish to save the file.

5. Enter a name for the file and click **Save**.

Excel defaults to saving the active worksheet only. If you have multiple worksheets and want to save all of them in the same PDF file, click on **Options**. The Options dialog box will appear. Select **Entire workbook** from the Options dialog box and click **OK**.
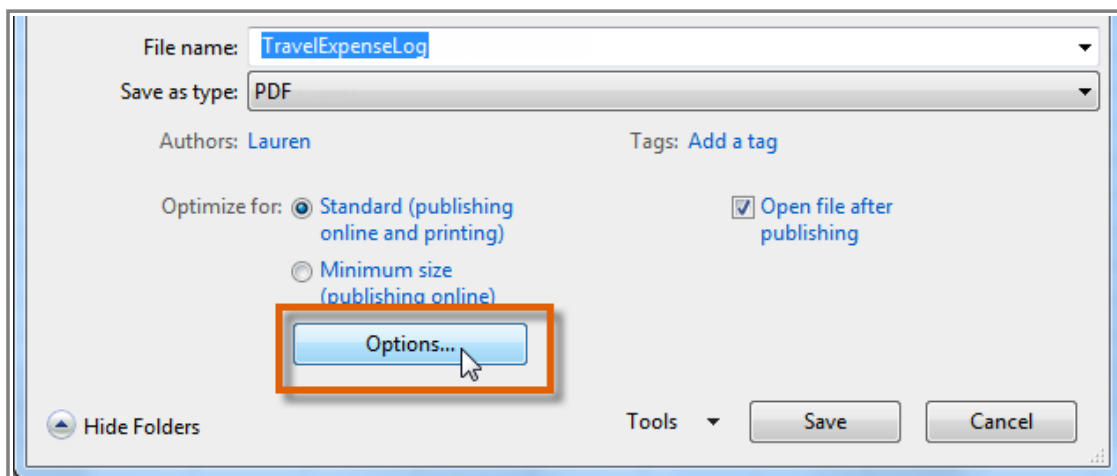
Accessing the Options dialog box
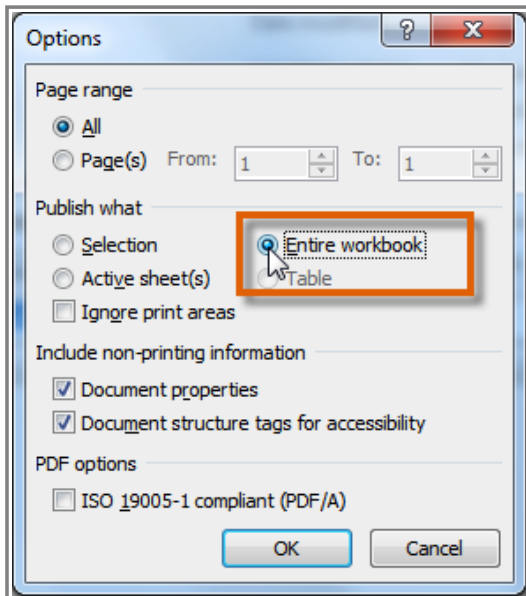
Selecting Entire workbook

Challenge!

1. Open an existing Excel workbook. If you want, you can use this [example](#).
2. Using the Save As command, save the workbook with the file name *Trial*.
3. Save the workbook as a PDF file.
4. Close the workbook.
5. Open another existing Excel 2010 workbook.
6. Save the workbook so that it is compatible with Excel 2003.
7. Close the workbook.