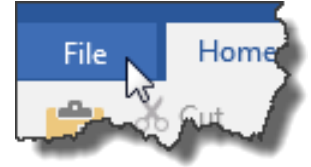


Understanding the Backstage View

The commands in **Backstage view** let you manage functions such as opening, closing, saving, or printing your document—and much more.

1. Click on the **File** tab on the **Ribbon**. The **Backstage view** is now displayed.

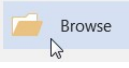


2. The first tab you see is the **Info** tab. This page displays information about the current document, such as location and file size. You can display other functions by clicking on the tabs in the navigation pane, located on the left hand side.

New

Click **New** to create a new document. You can select a blank document, or choose from a template.


Open

Click **Open** to open existing documents. Recently opened documents are displayed on the right-hand side; you can just click on one of these to open it. To open a document that is not in the list, click **Browse**  or one of the other shortcuts.

Save

Click **Save** to save any changes you have made to the document since you last saved it.

Save As

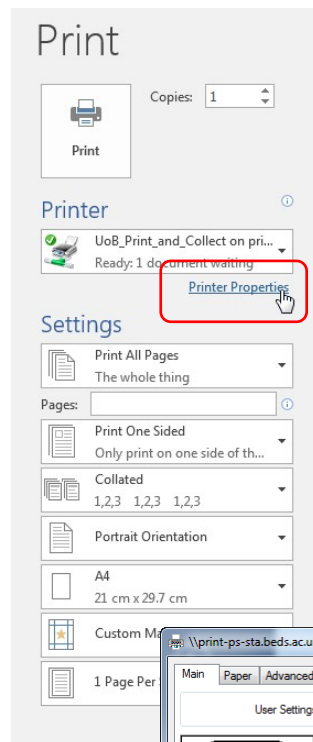
Click **Save As** to save your document into a completely new file. Use this option if you want to keep your original document *and* the new version. Just like **Open**, **Save As** will display recent locations where you have saved documents before. You can click on one of these, or click **Browse**  to save to a location that is not shown in the list.

Print

Click **Print** to print your document.

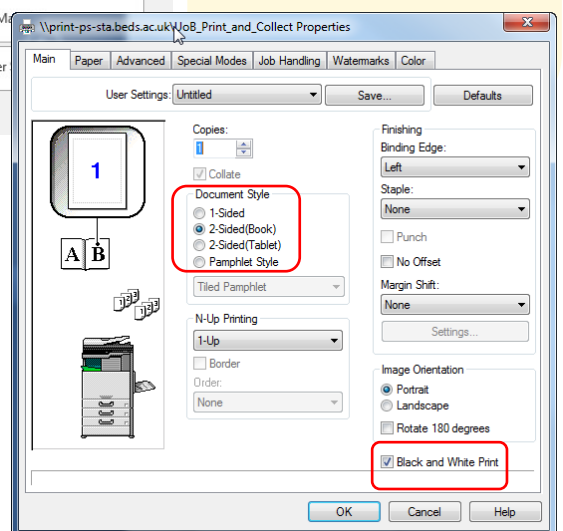
You can set the number of copies,


or whether you would like to print the whole document or just certain pages.



Note:

When you are printing at the University, it is best to select **Printer Properties** to change settings like single or double sided printing, or colour and black and white printing.



When you are finished in Backstage view, you can return to your document with the **Back**  arrow on the top.