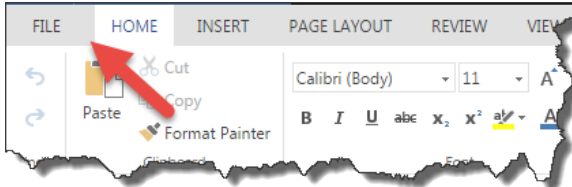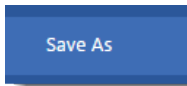# SAVING A MICROSOFT OFFICE FILE TO YOUR ONEDRIVE FOLDER

(These instructions are generalized for Office applications such as Word, Excel, and PowerPoint.)

1. Click **File** on the menu bar.

2. Click **Save As** in the list.

3. Choose the appropriate icon based on your saving preference.

    A. **Save As**. This option allows the user to save a copy of the file in OneDrive or replace the existing file with the current file. *(Note: OneDrive automatically saves files when files are created or updated.)*
    B. **Rename**. This option allows the user to change the name of the file.
    C. **Download a Copy**. This option allows the user to download a copy of the file to their computer or memory device.
    D. **Download as Portable Document Format (PDF)**. This option creates a copy of the file in PDF format for download.
    E. **Download as OpenDocument Text (ODT)**. This option creates a copy of the file in ODT format for download.