

# “Solutions” Image Services

## Saving a Word Document to Document Locator

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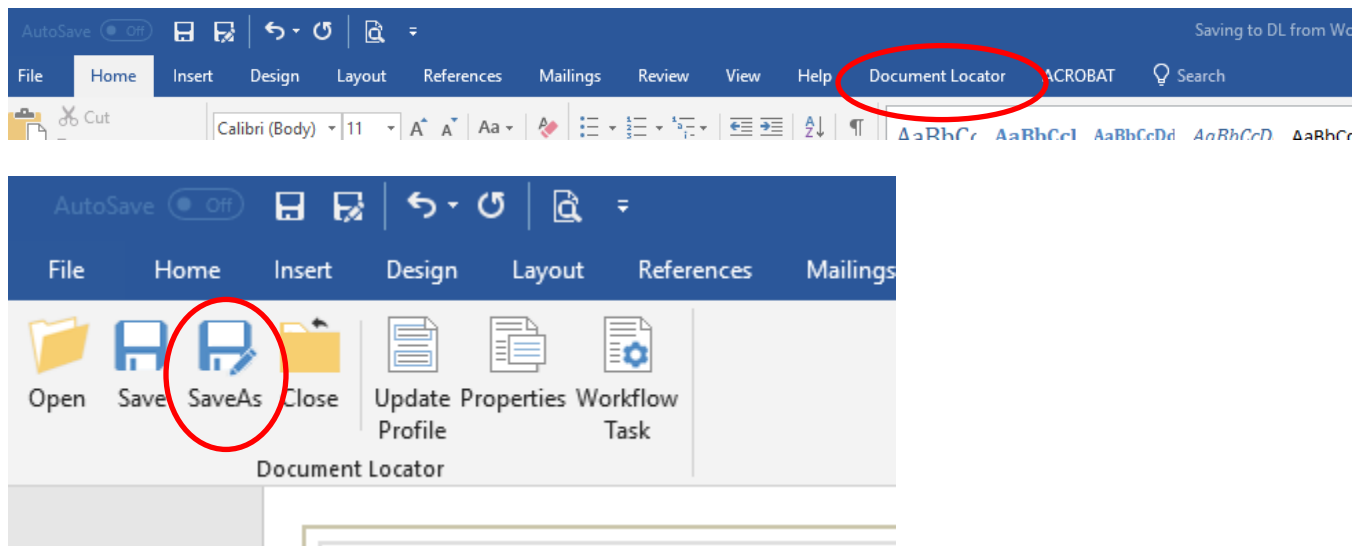
### Introduction

This guide describes how to save a Word document directly to Document Locator.

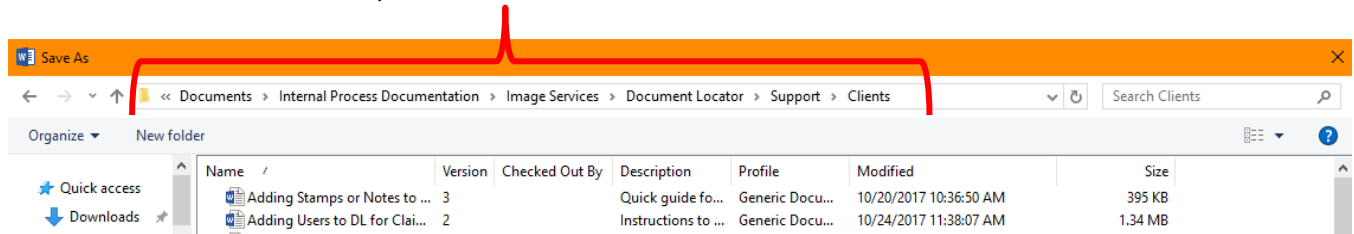
### Process

Open an existing or create a new Word document  
Document Locator now appears as a tab in the Ribbon

Click on Document Locator and Save As



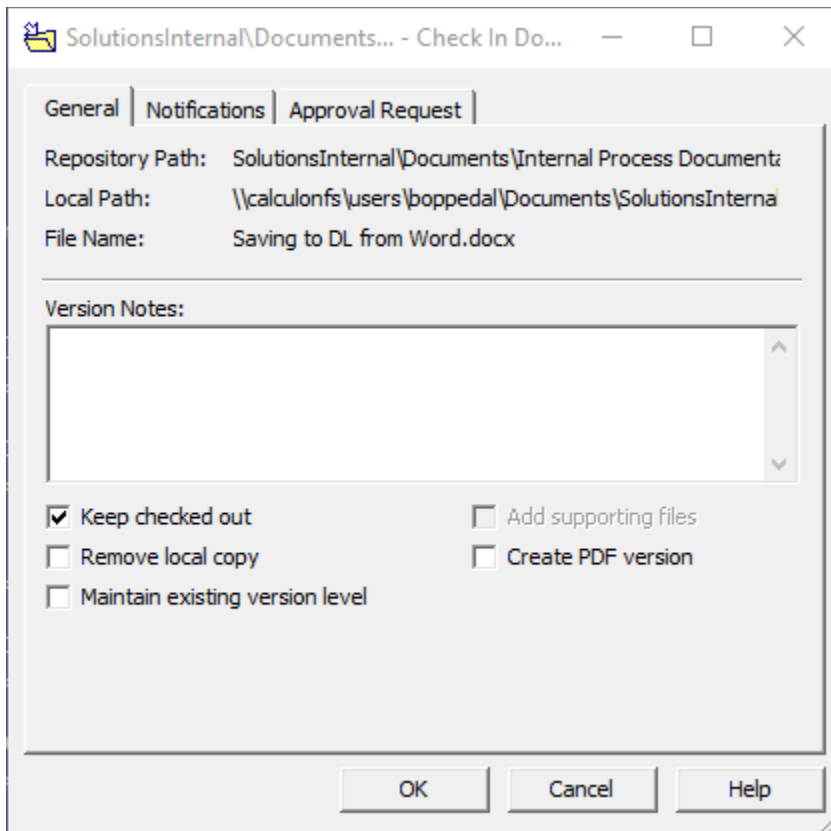
Drill down to the correct folder/Profile in Document Locator where the Word document is to be saved



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### Saving a Word Document to Document Locator






The Check In dialogue box will appear



Add a version note if desired  
Check Keep Checked Out if still working on the document

Click Ok

Once saved, the document will appear in Document Locator

 Redacted Documents.docx	1		G
 Restore a Deleted Document.docx	1		St
 Saving to DL from Word.docx	3	<boppedal>	St
 Searching in Document Locator.docx	4		Quick guide fo... G
 Searching in WebTools.docx	2		Quick Guide fo... G

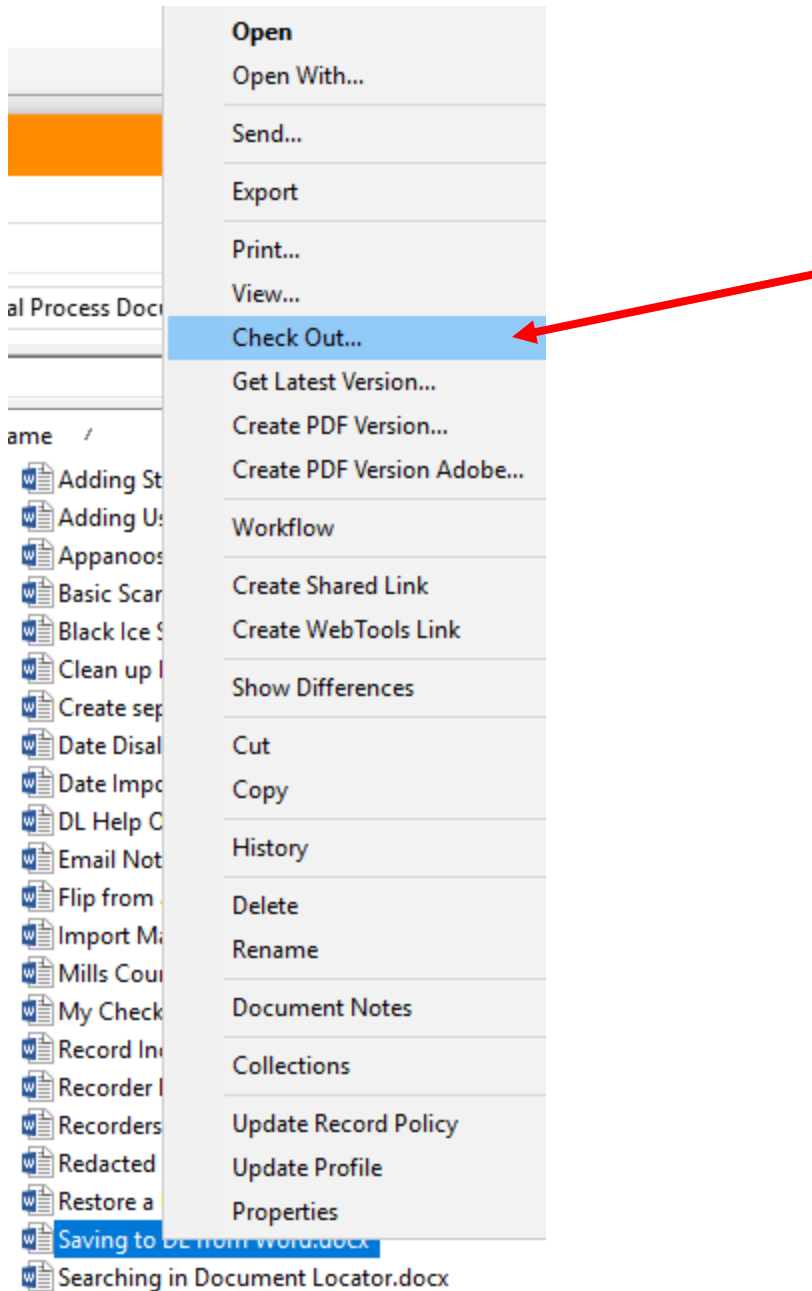
When finished with the document, click on the Document Locator tab in the Ribbon, select Save As  
Uncheck Keep Checked Out

### Check Out for Future Changes

To make future changes, right click and check out the document

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### Saving a Word Document to Document Locator



Make the necessary changes

When finished with the document, click on the Document Locator tab in the Ribbon, select Save As Uncheck Keep Checked Out