# Microsoft Office 365 Online, web-based

How to save files when using Office 365 online, web-based version

1. Login into **office365.com**, find and open your document file. Your choices when saving files are shown below. The most common file types for document files are either **docx** or **rtf** at QCC.
   - ❖ **docx** is a document format used by Microsoft Word (formerly .doc pre-2007)
   - ❖ **rtf** also known as *rich text format*, is readable by most word processors
   - ❖ **pdf** also known as *portable document format,* but requires special software to edit this type of file, always retain an editable version of your file (docx, rtf, etc.)
   - ❖ **odt** also known as *open document*, is an open office format, not typically used at QCC
2. When working on a Word document in the web-based Office 365, your choices for saving the file are shown below.
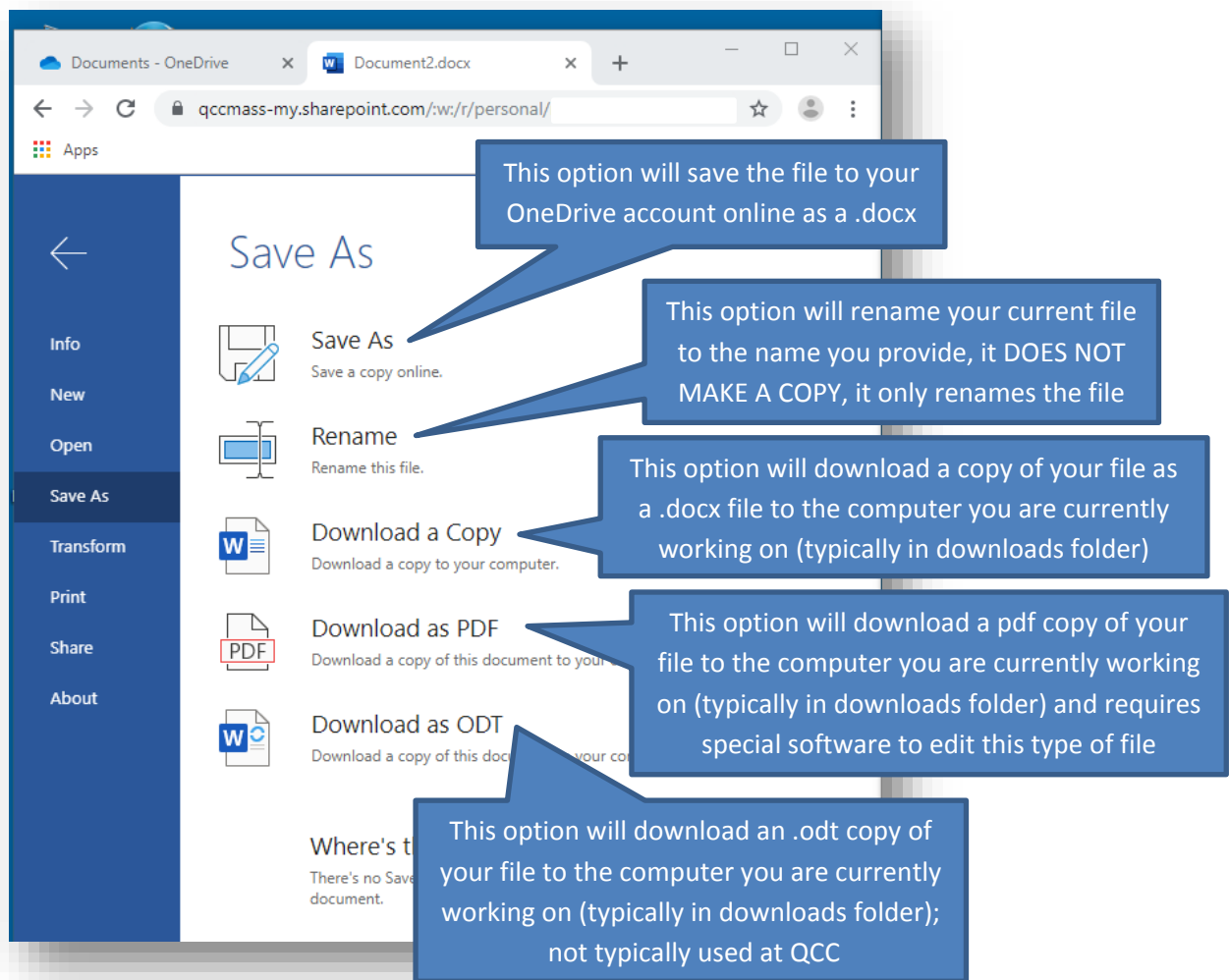
3. As mentioned above, the most common document format is **docx**. For compatibility issues, the **rtf** format is the best file format. Unless directed by your instructor to submit a specific file type, you should use **docx** as a default.
Want to know more about file types? Review information online by ***clicking here.***


Do you want to save your file in rtf format?

For compatibility reasons, you may sometimes want to save in **rtf** format, perhaps you are working with someone who does not have Office or uses a Mac computer.

1. Using the online **web-based Office 365**, log into your account and open your document.
2. If you are working in the **web-based Office 365**, you will not have access to all the save options, including save as rtf, as reviewed on the previous page. However, if you are on a computer which has Microsoft Office installed, you can open your version of the document in the full version and obtain full functionality.
3. While your file is open, on the top ribbon, click on **Open in Desktop App** in the menu as shown below.
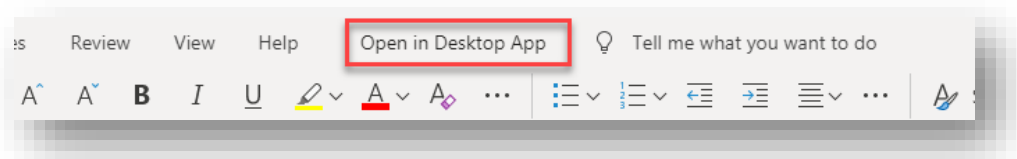

4. You may see some pop-up windows. If it prompts you to open in Word, click the Open button and/or select appropriately. Click Resume to edit.
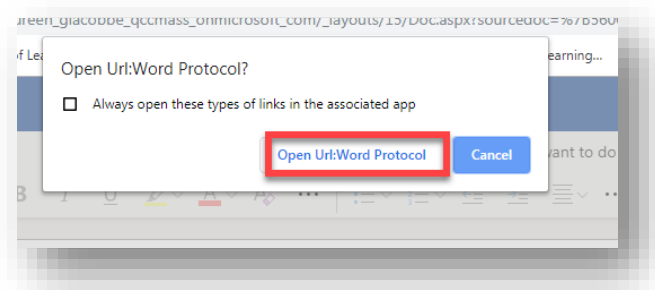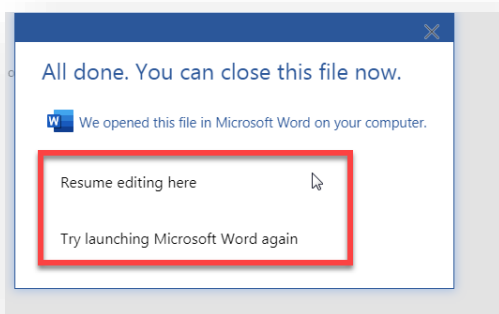
5. Once opened in the local version of Office, you will have more options when you go to save your file. Click on **Save a Copy.**

6. Determine where you would like to save the copy, note the different choices, and select. If you need to upload the file to the LMS, you should choose to save it on **This PC** (job aid available on how to upload to LMS).

7. If you would like to save in rtf (rich text) format, click the file type in the right drop down menu and select it as shown below and click **Save**. Remember or write down where you saved the file.
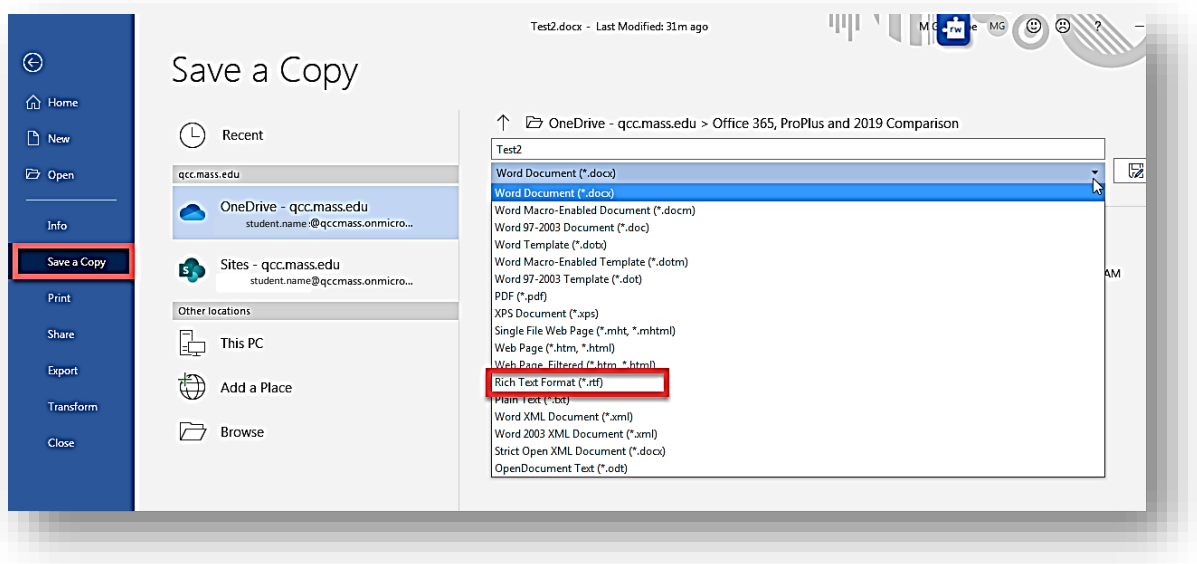
IMPORTANT NOTE: If you want to seamlessly transition from work to school with your files, you should always save a copy to your OneDrive as you will be able to access that wherever you go!