Saving a Word Document

Target Audience: Beginning users of Microsoft Word.

Learning Objectives:

After this video, the learner will be able to:

1. save a new document.
2. save an existing document.
3. auto save.

Seat Time: 5 minutes

Outline:

- Course Intro / Objectives
- Saving a new word document
- Saving an existing document
- Auto saving a document
- Summary / Course Ending

Directions:
Size: 1920 x 1080   Color: D8DEE3   Frame Rate: 30fps
Fonts:
- Title and Subtitle – Dosis
- Callout Arrows - Montserrat

Screencast narration has room for developer/VO creative genius. If it's related to the topic at hand, the script can minorly be adjusted.

To leave comments, highlight area for revision, right click, and add comment.

Module Resources/References:

Introduction			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Video of someone typing on a keyboard as acoustic guitar music plays low in the background. Video title is in the top right corner of the screen in a bigger font size. Subtitle below title in smaller font size.	[Video Title] MS Word Basics [Subtitle] Saving a Word File		Title fades in 2 seconds after video starts. Subtitle fades in 2 seconds after title. Video, title and subtitle fade out after 10 seconds.

Objectives			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Picture of laptop sitting on a table with an open, blank screen. Same acoustic guitar music continues to play low in the background. Text on top of screen with short objectives below. Each objective is listed vertically on the laptop screen.	[Text] [1] After this video, you will be able to: [Objectives] [2] - Save a word file [3] – Save an existing file [4] – Auto save		Picture of laptop fades in after introduction video fades out. Text [1] fades in after picture fades in. Objective [2-4] fade in after text[1] sequentially. Each objective stays on the screen after it fades in. Total time from first objective to last is 8 seconds. Leave all objective on screen for 4 more seconds. Picture and objectives fade out after the final 4 seconds. Acoustic music fades out in 2 seconds.

			Picture, objectives, music all fade out at same time.

Screencast of How to Save a Word Document - New			Objective: [1]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:
Screencast starts with blank word document. Onscreen text is 14 font. Callouts are arrow shaped and are yellow with black lettering inside. Callouts [1-7] appear to the right of their appropriate onscreen button. Callout [8] appears to the left of its onscreen button. Only one callout on the screen at a time.	[On screen text] Hi, my name is Summer Flowers. [Callout Arrows] [1] Click "File" [2] Click "Save" [3] See "Other Locations" [4] Click "Browse" [5] See "This PC" [6] Click "Desktop" [7] Type in File Name [8] Click "Save" ["Save as" Name] Example	[Screencast VO] Here on my screen I have a blank document. It's a new document. If I'm going to type something in, for instance, I'll type in "Hi, my name is Summer Flowers." And I wanted to save this document, I know it is a new document simply because if I look up top, I can see that the document1 heading is still there. If it was specific, it would actually have my specific name, but it's new. So in order to save it, I'm going to go over to file and click on save as. My save as screen shows up. I'm going to go over to my other locations and go down to browse. Now the save as box comes up and with the save as box I'm going to continue to be on the left side with this PC. Now everything in the PC shows up right below it, but I'm going to put the file in the desktop. Right below on the bottom, we have file name and this is where you name your file. Because this is an example, I'm going to list the file name as example. I'm going to keep it as a word document and then simply click save. Now we can see that what we have	Curser is set to 100% opacity. Screencast video fades in after picture and music fade out. Following appear when said on audio: On screen text is typed onto screen when said on audio. Zoom in on the "Document1" title on document. Highlight "Document1" after zoom in. Pan to the left for the file menu. Callout1 arrow points to "file". Callout2 arrow points to "save as" Zoom out for whole screen. Pixelate the info from computer after save as is clicked.

		up top is no longer document1, it is our example file.	Callout3 arrow points "other Locations"
			Callout4 arrow points to "browse"
			Pixelate the information from computer when the save as box appears.
			Callout5 arrow points to "this PC"
			Callout6 arrow points to "desktop"
			Callout7 arrow points to file name bar.
			Type in save as name.
			Callout8 arrow points to "save".
			Zoom out to whole screen after save button is clicked.
			Zoom into example heading on the document.
			Highlight "example" name on top after zoom in.
			Zoom out to whole screen.

Screencast of How to Save a Word Document - Existing			Objective: [2]
Visual / Display:	Slide Text:	Narration / Voiceover:	Animation / Interaction:

Visual / Display	Slide Text	Narration / Voiceover	Animation / Interaction
All callouts are off screen. Onscreen text shows up below original text. Double spaced, same font and size. Only one arrow on screen at a time. Option box appear on center, top right of screen. Thicker border and yellow in color. Inside of box is gray. Both options keep process in box until option changes. Picture of a floppy disk is in option 2 description.	[Onscreen Text] I love flowers! [Callout Arrows] [1] Click "file" [2] Click "save" [3] Click Icon [Boxes text] [1] Option 1 [2] Click "File" [3] Click "Save" [4] Option 2 [5] Click [pic] icon	[Screencast VO] Now if I added more material to this file, and I wanted to save this new material, I can go one of two ways. One, I can simply click save. Now I do have this auto save on and for the benefit of this example, I'm going to click it off. In order to save it manually, you are going to have to go to file, go down to save, and then it automatically saves that new material to the existing document. We could also go to the save icon, right on top, which is a little floppy disk. And if we click on the icon, it will also manually save.	Type in onscreen text. Box on center top right fades in when audio say one after "saving 1 of 2 ways". Boxes text1 starts in top of box left aligned. Turn off auto save Pixelate info from computer after file is clicked on. Following appear when said on audio: Callout arrow points to "file" and boxes text2 fades in. Callout arrow points to "save" and boxes text3 fades in. Boxes text4 fades in while boxes text 1-3 fades out. Boxes text 5 fades in after. Callout arrow points to save icon.

Screencast of How to Save a Word Document - Auto Save		Objective: [3]	
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Caption arrows [1-2] are to the right of the word. Caption arrows [3-4] are to the left of the word.	[Caption Arrows] [1] Click "File" [2] Click "Options" [3] Click on "Save"	[Screencast VO] If I click the autosave back on, if you are not a manual saver, you can always have it on auto save, but I'm going to suggest	Click auto save on. Following appear when said on audio:

	[4] Click on "OK"	you save your options for that. So I'm going to go over to file, go all the way down to options. And over on the left side, you see the save option. One thing you want to consider is the time that is in between each saving. So in this case, it is set at 10, but I'm going to change it to 1 min. Just be aware that the more time that you have in between saving the more information you put down and the more you're going to be losing if you don't save it. Once you have that set, you simply click OK. Now from there, you can add whatever it is that you want to and not have to worry about manually saving.	Caption Arrow1 points to "File" Pixelate file information on screen. Caption Arrow2 points to "options" Caption Arrow3 points to "save" Highlight the whole second check box line to it's time drop down box. Caption Arrow4 points to "OK"
The default setting for auto save time is 10 minutes. Change to 1 minute.			

Summary			
Visual / Display:	**Slide Text:**	**Narration / Voiceover:**	**Animation / Interaction:**
Word document shows after options box disappears. Intro acoustic music plays and then the intro screen shows up after summary. Intro video is exactly the same as started with.	[Summary Title] MS Word Basics [Summary Subtitle] Saving a Word File	[Screencast VO] Just remember, it is always important to save your work. You do not want to put so much work into a project just to end up losing it all. So make it a habit to save consistently and often.	Acoustic music fades in when "Just remember" on audio starts. Intro video with laptop typing fades in after summary is done and stays on screen for 6 seconds. Summary title fades in when intro video starts and subtitle fades in after title fades in.

			At end of video, the music, title and subtitle, and typing video fade out.