

Save and Close All Open Word Documents Easily

If you work on multiple Microsoft Word documents throughout the day, most likely at the end of the day your stuck going through the procedure of individually saving each document before you can close it. Well, computers are supposed to be more efficient than that. There is a little known but very effective way of saving all those documents and closing them more quickly. Please be aware, however, that these steps will save any open documents to the exact same location as they were opened from and not allow you to change the name or directory in which the file resides.

To save and close all open Word documents:

1. In any one of your open Word documents, hold down the **Shift** key and open the **File** menu. The normal option to Save is now **Save All**.
2. Click **Save All** to save all open Word documents.
3. Again, hold down the **Shift** key and open the **File** menu. The normal option to Close is now **Close All**.
4. Click **Close All** to close all your open Word documents.
5. Exit Microsoft Word and you're done!

About Desktop Resources, Inc.

Desktop Resources, Inc. was founded in 1995 by Tony Schafer, and is a leader in helping organizations couple their business initiatives with the technology to address those needs. DRI's "InformIT" managed services offerings proactively manage client infrastructure and strive to prevent problems before they occur. For more details, contact DRI at (317) 596-3650 or <http://www.DesktopResources.com>