## "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

Save As				<u>ا</u>						×
← → • ↑ 🖡	« D	ocuments > Internal Process Docume	ntation 3	Image Services	> Document Locat	or > Support >	Clients	✓ ♂ Search Clients		Q
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🖈 Quick access 👆 Downloads	*	Name / Adding Stamps or Notes to Adding Users to DL for Clai	Version 3 2	Checked Out By	Description Quick guide fo Instructions to	Profile Generic Docu Generic Docu	Modified 10/20/2017 10:36:50 AM 10/24/2017 11:38:07 AM	Size 395 KB 1.34 MB		^

## "Solutions" Image Services Saving a Word Document to Document Locator

The Check In dialogue box will appear

Repository Path:	SolutionsInternal\Do	cuments\Internal Pr	ocess Docu	menta
Local Path:	\\calculonfs\users\bo	oppedal\Documents\	SolutionsInt	terna
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1				
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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

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📹 Restore a Deleted Document.docx	1			Sι
Baving to DL from Word.docx	3	<boppedal></boppedal>		Sι
📹 Searching in Document Locator.docx	4		Quick guide fo	G
Earching 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

# "Solutions" Image Services Saving a Word Document to Document Locator

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	Open With
	Send
	Export
	Print
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	Get Latest Version
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Clean up l	Show Differences
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Record Inc	Collections
Recorder I	Update Record Policy
Redacted	Update Profile
Restore a	Properties
Saving to 🕫	nom word.docx

Searching in Document Locator.docx

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