

You can also open an existing Writer document using the same methods you would use to open any document in your operating system.

If you have associated Microsoft Office file formats with LibreOffice, you can also open these files by double-clicking on them in the file explorer. See the LibreOffice Help for more about file associations.

## Saving a document

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You can save a document using either the **Save** commands or the **Save as** command.

### Save commands

#### *Save a new file or a previously-saved file*

Do one of the following:

- Press *Ctrl+S*.
- Choose **File > Save** on the Menu bar.
- Click the **Save** icon on the Standard toolbar.

If the file has not been saved previously, a Save As dialog appears after selecting one of the above options. Enter the file name, verify the file type and location, and click **Save**.

If a previously-saved file is being saved with the same file name, file type, and location, nothing else needs to be done.

#### *Save to a remote server*

Use this command if your document is already stored on a remote server or you want to store it on a remote server. Choose **File > Save Remote**. When the Save As dialog appears, enter or verify the name, type, and location, then click **Save**.

See “Opening and saving files on remote servers” on page 31 for more information.

#### *Save a copy*

Use this command if you want to keep the document open for more editing and also save a separate copy of the current version.

Choose **File > Save a Copy**. When the **Save As** dialog appears, enter or verify the name, type, and location, then click **Save**. The copy is not opened and the original file remains open and active.

#### *Save all*

Use this command to save all files open in the current session.

Choose **File > Save All**. All open files will be saved without changes to name, type, or location.

### Save As

Use this command if you want to save the current version as a new document by changing the file name or file type, or by saving the file in a different location on your computer.

Choose **File > Save As**, or use *Ctrl+Shift+S* to open a Save As dialog where you can change the file name, type, or location, and click **Save**.

If you want to preserve the original file, first save a copy as described above.