

Load

- Load user-specific settings with the document
- Load printer settings with the document

Save

- Save AutoRecovery information every: minutes
- Edit document properties before saving
- Always create backup copy
- Save URLs relative to file system
- Save URLs relative to internet

Default File Format and ODF Settings

ODF format version:

Document type:

Always save as:

- Warn when not saving in ODF or default format

Figure 437: Choosing Load and Save options

 **Note**

The settings for any data sources linked to a document are always loaded with the document, whether or not *Load user-specific settings with the document* is selected.

Load printer settings with the document

If this option is enabled, the printer settings of the previous user will be loaded with the document. In an office setting, this may cause a document to be printed on a distant network printer unless the printer is manually changed in the Print dialog. If disabled, the current user's default printer will be used to print the document. The current printer settings will be stored with the document whether or not this option is selected.

Save AutoRecovery information every __ minutes

Choose whether to enable AutoRecovery and how often to save the information used by the AutoRecovery process. AutoRecovery in LibreOffice saves the information needed to restore all open documents in case of a crash. If you have this option set, recovering your document after a system crash will be easier.

Edit document properties before saving

If this option is selected, the document's Properties dialog pops up to prompt you to enter relevant information the first time you save a new document (or whenever you use Save As).

Always create backup copy

Saves the previously-saved version of a document as a backup copy in a separate folder whenever you save a document. When LibreOffice creates a new backup copy, the previous backup copy is replaced. The backup copy gets the extension BAK. To see or change the backup folder, go to **Tools > Options > LibreOffice > Paths**. When opening a backup file, you will be prompted to specify the program to open it with; choose LibreOffice.

 **Tip**

Authors whose work may be very lengthy should always consider enabling LibreOffice to create an automatic backup copy.