

Saving Documents

OfficeDocs saves your work automatically while you edit. This guide explains how saving works, how version history is created, and how to download a copy of your document when needed.

How saving works

OfficeDocs automatically saves changes as you work, so in most cases you do not need to save manually. A status indicator in the editor shows when changes are being saved.

If you want to save manually, you can:

- Press **Ctrl+S** on Windows or Linux
- Press **Cmd+S** on Mac
- Click the **Save** icon in the toolbar
- Use **File > Save**

Manual saves can create version history entries, making it easier to return to earlier points in the document.

Version history

Each saved version can be reviewed later. Version history allows you to:

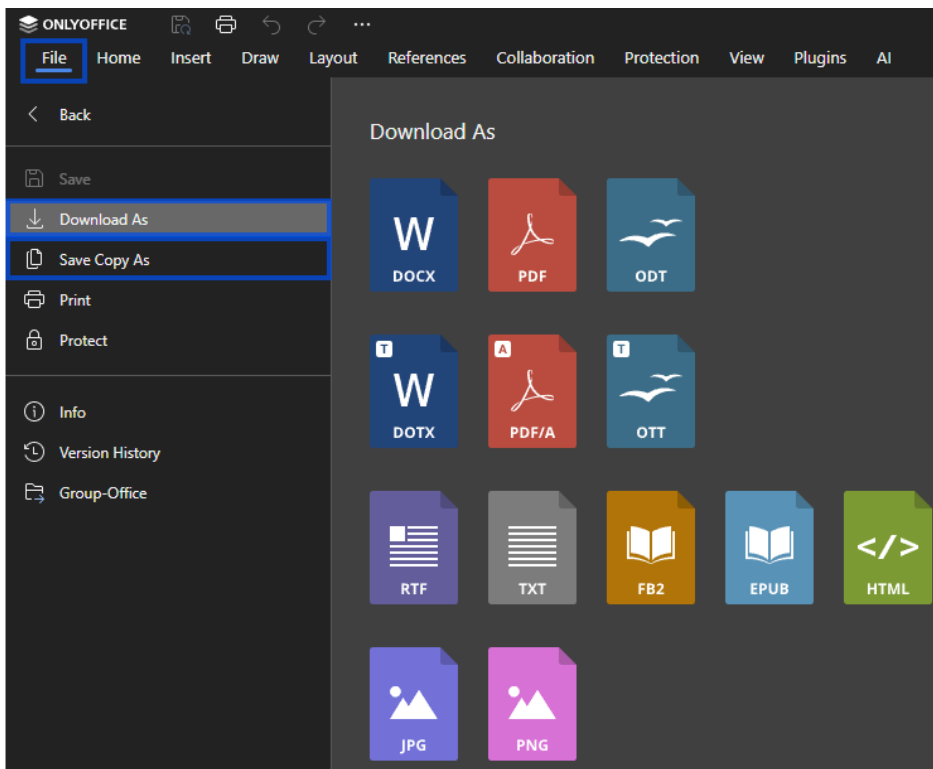
- View previous versions of a document
- Compare changes between versions
- Restore an earlier version if needed

If you want to learn more, refer to the [Viewing Version History](#) guide.

Download a copy of your document

To save a copy of the document to your device:

1. Open the **File** menu in the editor.
2. Select **Download as** or **Save as**.
3. Choose the file format you want.
4. The file will be downloaded to your computer.



Available formats may include:

- Original format (**.docx**, **.xlsx**, **.pptx**)
- **PDF**
- Other compatible file types

Offline editing

When using **OnlyOffice Desktop Editors**, documents may be cached locally for offline access. Any changes made offline are synchronized when the application reconnects to the server.

Troubleshooting

Changes are not saving

- Check your internet connection.
- Verify that you have edit permissions for the document.
- Refresh the page and reopen the document if needed.

A version does not appear in history

- Wait a few moments for the save to complete.
- Refresh the version history panel.
- Very small changes may be grouped with later saves.

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