

## Befriending the Big Hairy Beast - Tip No. 17

### *Allow Background Saves*

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Everyone I talk to is running short on time. Did you know that you might be wasting this precious resource each time you save your document? Don't get me wrong - I am not saying that frequently saving your work is a bad idea. As your manuscript grows, the time it takes to save increases. If your system makes you wait until it's done before letting you type, this month's tip will free up time for you by making the save function run in the background so you can continue to work unimpeded.

#### **To allow background saves:**

1. Open your document in Microsoft Word.
2. Select **Tools > Options**.
3. Click on the **Save** tab.
4. Click in the box next to **Allow background saves**.
5. Click the **OK** button.

This tip was tested using Microsoft Word 2002 and 2003.

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