

W97_W2K Save Options Tutorial?

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Apologies in advance for the long post (before it's done you will have realized the origin of my nomen), but if someone could please point me to some genuinely *good* documentation about the settings in:

Tools | Options | Save...

I'd be very grateful.

I have encountered questions about these settings frequently, and I am unable to find detailed answers in Help or in my MS Press book or in the MKSB.

I am trying to understand the specifics of the following settings:

Backup Copy

Fast Save

Background Save

and

Save Auto Recover Info

Help is not particularly descriptive about all of these settings. AFAICT, it appears that:

1. Backup Copy: When "Always create Backup copy" is turned on, when the user selects "File | New..." and then "File | Save As...", Word saves the file as a .doc, and also creates a file called "Backup of...wbk", which it saves in the same directory as the associated .doc file. When the user edits the .doc file and then hits the Save button, Word also overwrites the associated .wbk file.

There does not appear to be any way to change the default directory of the .wbk files. Since both files are thus saved on the same drive and in the same directory, it is not clear to me what the advantage of .wbk files is...if the drive crashes, both files are lost, and I must still recover both files from the same tape. Except that I only run tape backups on our shared file server, so if a user creates and saves a .doc on their local HD and that HD crashes, both files are *lost* lost.

Moreover, it is not clear to me what happens if the user shuts down the computer without explicitly Saving an open, edited file and exiting Word before shutting down the machine. What state are the .doc and .wbk files in if this happens?

BTW this appears to be the reason that this practice was originally established in our environment...evidently some users simply could not be relied upon to save and close documents and then exit Word before shutting down the computer.

In addition, what exactly happens if the user inadvertently opens and edits the .wbk file?

2. Fast Save: My MS Press "Running Word 97" book states that, "Now that Word has a Background Save feature, Fast Saves are no longer really necessary. Background saving means that Word writes your changes to the disk file as you continue to work. Using Background Save is the fastest way to return to work." I interpret this to mean that Word does not prevent the user from continuing to type on the screen while Word is saving disk. But since most machines today are fast enough to commit saves more or less instantaneously, it is not clear to me what the advantage of either feature is, which leads me to:

3. Background Save: W97 Help states: "Keep in mind that background save uses additional system memory; if you need to conserve system resources, you may want to turn off background save." To reiterate from #2 above, it seems to me that, unless I'm saving directly to a floppy, there does not appear to be any practical reason for having this feature turned on either.

4. Save AutoRecover info: I had to find out the hard way that, if a user creates and saves "ThisIsMyFullFileName.doc" and the machine has a power failure while the user is editing that document, Word creates a file with a DOS-truncated name, i.e., "THISI~.doc", and places *that* file in whatever directory I specified in the File Locations tab for AutoRecover files. Moreover, if the user starts the computer and restarts Word, Word recovers the data from truncated-name AutoRecover this file, but presents the file to the user as "ThisIsMyFullFileName.doc".

Moreover, Help states that you must verify that this recovery file contains the information you want and then explicitly use this AutoRecover version to replace the original document: you must go File | Save As... and then click Yes where it says "Do you want to replace the existing document?"

If, instead of doing this, the user just keeps editing away and shuts down the computer each day without explicitly saving and then quitting Word, Word will just continue to save the changes in the "THISI~.doc" file. Furthermore, the "THISI~.doc" file does not show up on the File History, so each day when the user starts Word again, the user thinks they are editing the original file!

In addition, it's not clear to me what would happen if the user edits the recovery file, and just hits "Save". Apparently the changes are all saved to the "THIS1~.doc" file.

We once had a user who simply could not remember to hit "File | Save..." at all, ever. The user simply shut down the computer each day. When the power failed, we had a devil of a time locating a critical file that the user had been working on for the last couple of weeks.

Ultimately, it appears that there is simply no substitute for the user remembering hit that Save button. However, if someone would be willing to shed some additional light on these issues, I'd really appreciate it.