# Karlen Communications
# Avoiding OneDrive when Saving Documents



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# Introduction

If you don't want to save documents to your OneDrive automatically, there is a way to turn this off. The process will need to be done in all Office desktop applications.

These instructions include bypassing the File/Backstage area when an Office desktop application is launched and pin or unpin documents from the list of Recent documents.

## Changing the Save As Defaults

To change the Save settings:

1. Press Alt + F, T for File, Word Options.

   a. If you are working on a laptop or tablet, press Alt + F, number 0, number 0, then press Enter on Options. The File/Backstage area is collapsed for the smaller screen.

2. A dialog opens with categories down the left and settings for each category down the right.

3. Press S to move to the Save category and then press Alt + S. This will move you to and check the check box to "Don't show the Backstage area when opening or saving documents."

   a. This means that when you want to open or save documents, you won't have the File/Backstage area open. You will have the Open or save As dialog instead.

4. Press Alt + C to move to and check the option to "Save to Computer by default."

5. Press Tab or Alt + letter I to move to the Default Local File Location.

6. Press Tab or Alt + B for Browse.

   a. There is more than one Browse button in these settings. Ensure that you are on the correct one. You should be able to use the keyboard command to move to the Default Local File Location area then move directly to that Browse button by pressing Tab.

7. Choose the drive and folder you want to be the default file location.

8. Press Tab or Alt + T to move to the Default Personal Templates Location.

9. Press Tab or Alt + B to move to the Browse button if you want to store your personal templates on a drive on your computer instead of OneDrive.

   a. I copied my Custom Office Templates folder from OneDrive to my data storage area on my computer and pointed to that location for personal or custom templates.

b. If I need to use a template on another computer, I can copy it to the same folder on OneDrive. This avoids remembering what you called the custom Office templates folder in the new location.

10. Tab to and activate the OK button.

Figure 1 The Word Options dialog shows the Save settings to avoid OneDrive.
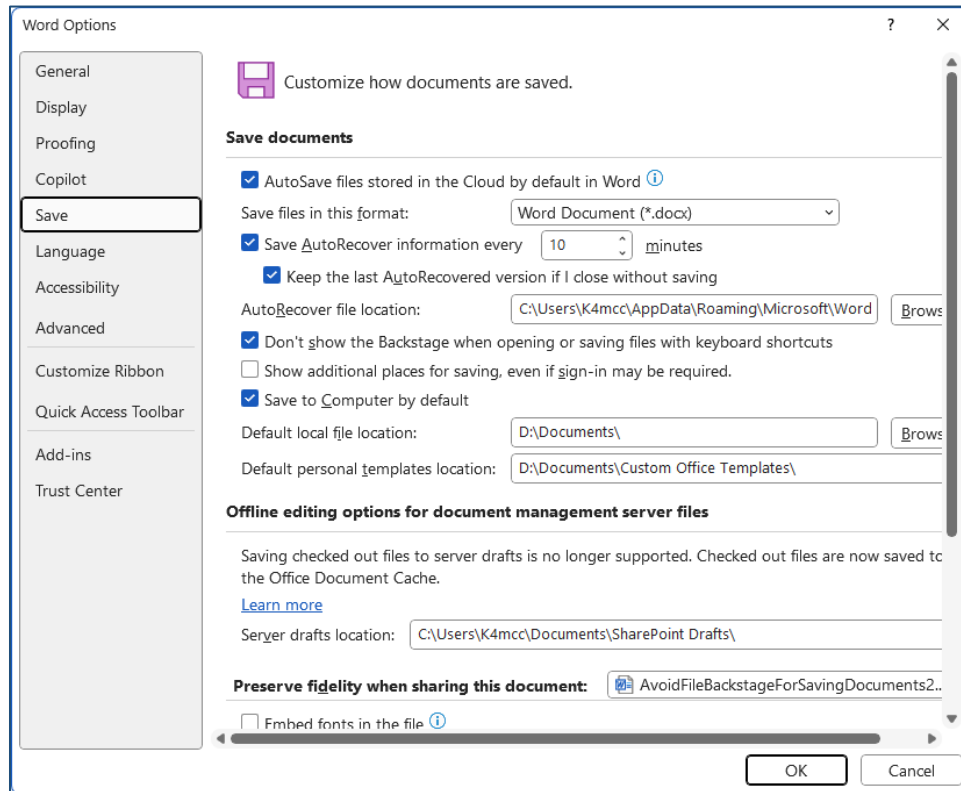


# Pinning Documents to the Recent List

An alternative to using the New option from the File/Backstage area in an Office desktop application is to pin a template or document you have been working on to that list.
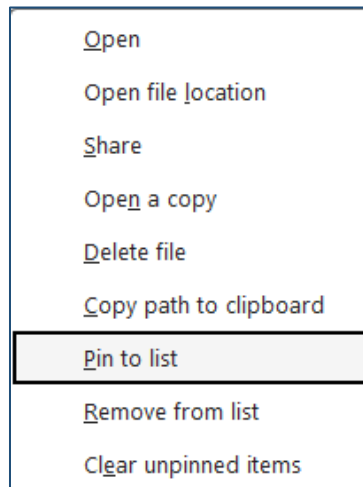
This technique is helpful for those of us using screen readers or the keyboard. It saves time arrowing around templates until we find the one we want. Arrowing around the templates is accessible; it's just time-consuming.

To Pin documents to the list of Recent documents:

1. The document doesn't need to be open, but it does need to have been open and is listed in the list of Recent documents.

2. Press Alt + F, R to show the list of Recent documents.

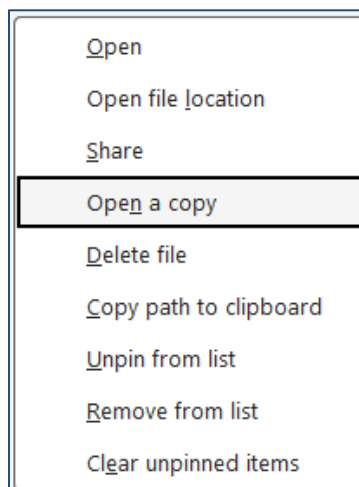3. Press Tab until you hear the name of the first document in the list.

4. Press the Down Arrow until you come to the template or document you want to pin to the list.

5. Press the AppKey or right-click on the document in the list.

6. Press P to Pin to List.

   a. You can use the Down Arrow to land on Pin to List and press Enter.

7. Documents are pinned in alphabetical order.

Figure 2 Context menu for a document in the list of Recent documents shows Pin to List option.

Open

Open file location

Share

Open a copy

Delete file

Copy path to clipboard

Pin to list

Remove from list

Clear unpinned items

There are two ways to use the list of Recent documents. The technique to use a template is different from that of a document in progress.

Figure 3 The context menu for a template pinned to the list of Recent documents shows the Open a Copy option.

Open

Open file location

Share

Open a copy

Delete file

Copy path to clipboard

Unpin from list

Remove from list

Clear unpinned items

When you want to use the template, locate it in the list of Recent documents, press the AppKey, and Press N to Open a Copy. You can use the Down Arrow to find Open a Copy and press Enter.

When you want to open a document, you are working on over time press Alt + F, R for the list of recent documents, locate the document and press Enter. For documents you are working on over time, you don't want to open a copy unless you need a new version of that document.

There are other useful tools in the context menu for documents listed in the list of Recent documents:

- Press letter O for Open.

- Press L to Open File Location.

- Press S to share. You must be linked to OneDrive to do this. If you've turned off saving to OneDrive, this option is not going to work.

- Press N to Open a Copy.

- Press D to Delete File. This is different from Unpin from List! This will delete the file from the computer/drive.

- Press C to Copy Pat to Clipboard.

- Pres P to Pin to list; or,

- Press U to Unpin from List.

- Press R to Remove from List. This doesn't delete the file from your storage device. It removes it from the list of Recent documents so that it won't appear in any of the categories of Recent documents.

- Press E to Clear Unpinned items. This will keep your pinned documents but remove any unpinned documents from the list of Recent documents. This does not delete them from a storage device. It tidies up your list of Recent documents.

# Turn off the Start Screen

Office 2016 applications launch with a "Start Screen" which is a list of recent documents and possible templates for documents. You can turn off the Start Screen if you prefer the cleaner look and feel of a blank new document.

Figure 4 Start Screen/New Document Screen in Word showing possible templates.

To turn off the Office Start Screen in any Office application:

1. Press Alt + F, T for the File/Backstage area, Word Options.

2. When the Word Options dialog opens, the focus should be on the General category, the first setting category.

   a. If not, press G to quickly move to the General setting category.

3. Press Alt + S to move to and uncheck the check box to Show the Start Screen on Start-up.

   a. This is a toggle. The keyboard command will check if this check box is not checked. Listen to the screen reader for confirmation of the check box status.

4. Tab to and activate the OK button by pressing Enter.

Figure 5 Turn off Start Screen setting.
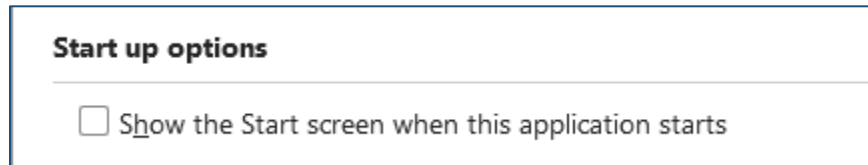


The templates gallery isn't helpful unless you create many decorative documents. Although you can choose from the list of personal templates, you can also do this by pressing Alt + F, N, E for File/Backstage area, New, Personal.

Most of us just like to start with a new blank document and then get the document we are working on. Again, this can be accomplished by pressing Alt + F, R for File/Backstage area, Recent/Open Document.

This is a personal preference, so try using Office applications with and without the Start Screen to decide whether they are useful to you.