


Introducing Backstage

The Ribbon contains the set of commands for working **in** a document, while the Microsoft Office Backstage view is the set of commands you use to do things **to** a document.

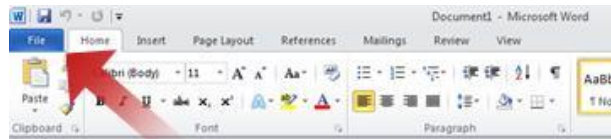
Open a document, and click the **File** tab to see the Backstage view. The Backstage view is where you manage your documents and related data about them — create, save, and send documents, inspect documents for hidden metadata or personal information, set options such as turning on or off AutoComplete suggestions, and more.

TIP To quickly return to your document from the Backstage view, click the **Home** tab, or press ESC on your keyboard.

The **File** tab replaces the **Microsoft Office Button**  and the **File** menu used in earlier releases of Microsoft Office.

Where is the File tab located?


The **File** tab is located in the upper-left corner of Microsoft Office 2010 programs.



TIP To quickly return to your document from Backstage view, click the **Home** tab, or press ESC on your keyboard.

What do I see when I click the File tab?

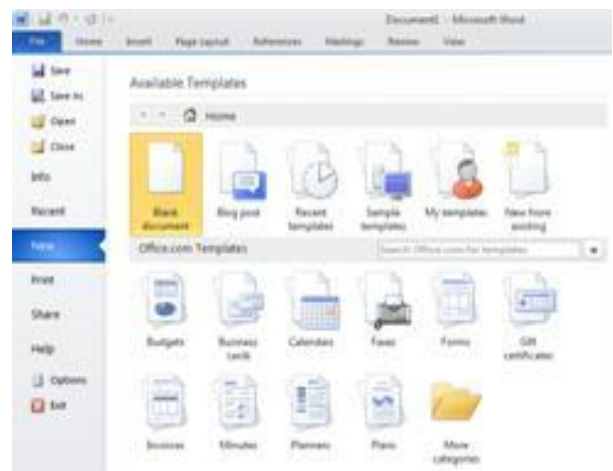
When you click the **File** tab, you see many of the same basic commands that you saw when you clicked

the **Microsoft Office Button**  or on the **File** menu in earlier releases of Microsoft Office. You'll find **Open**, **Save**, and **Print**, as well as a new Backstage view tab called **Save & Send**, which offers multiple options for sharing and sending documents.

TIP To quickly return to your document from Backstage view, click the **Home** tab, or press ESC on your keyboard.

THE INFO TAB

The **Info** tab displays different commands, properties, and metadata depending on the state of the document and where it is stored. Commands on the **Info** tab can include **Check In**, **Check Out**, and **Permissions**.



Commands in the Backstage view are highlighted depending on how important it is for the user to notice and interact with the commands. For example, **Permissions** on the **Info** tab is highlighted in red when permissions set on the document might limit editing.