

# 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.

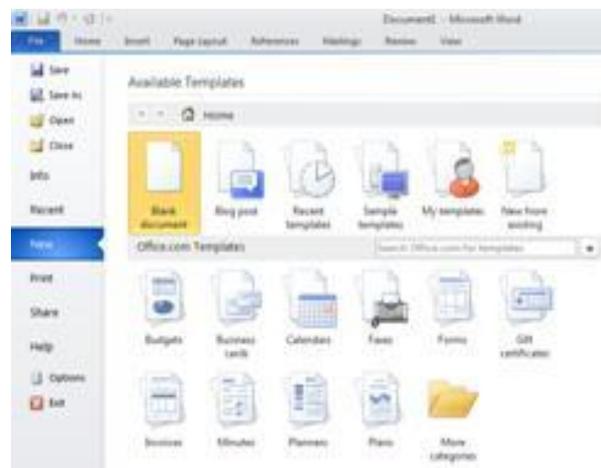
## What do I see when I click the File tab?

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.