

CNAS Instructional Technology Support Newsletter

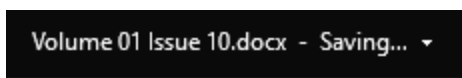
Volume 1, Issue 10
December 11, 2020

OneDrive Office documents AutoSave

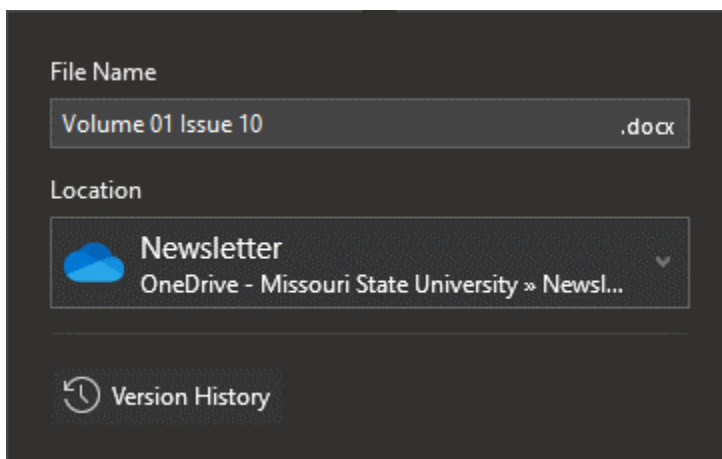
There are several advantages to saving documents in OneDrive. I will highlight one in this article, AutoSave. When you open a document (Word, Excel, PowerPoint, etc.) that is stored in your OneDrive, it should automatically have AutoSave turned on. You can verify this in the upper left corner on the Quick Access Toolbar.



If AutoSave is not turned on, you can click the slider button to change it. As long as AutoSave is turned on, any changes you make are immediately saved. You will see the word "Saving..." to indicate that your changes are being saved near the middle of the title bar at the top.



It will change to "Saved" once it is done. You can close the document anytime and your changes will be saved. If you close the document while it is saving it will finish saving before closing. You can click the down arrow to the left of the "Saving..." or "Saved" to see the dialog below.



From here you can change the file name, the location where the file is stored, and see the Version History. The Version History comes in handy if you decide you need to see an earlier version of the document you are working on.

Use “Sonar” to find mouse cursor

If you frequently can't find the mouse cursor on your screen, there is a setting in Windows that can help. I find this happens more often when I'm using multiple monitors. To enable this setting, click the Windows button or press the Windows key on your keyboard, start typing "Control Panel". As soon as "Control Panel" appears under the Best Match section, click it to open the Control Panel. In the Control Panel click the Mouse settings link. The Mouse Properties dialog will open. Click the Pointer Options tab. The bottom setting is "Show location of pointer when I press the CTRL key". Click the checkbox to turn this option on. Once the setting is turned on you can press the Control (CTRL) key on your keyboard and then collapsing concentric circles will appear around the mouse cursor. There it is!

Next newsletter January 8

The next newsletter will be January 8, 2021. Have a Happy Holidays and a safe break. Don't forget to power down and unplug computers and other devices before leaving for the break. Administrative Services has a good overview of steps you can take at [Help Conserve Energy Over Winter Break - Administrative Services](#)