This is a guide on how to save a Word document on a case in WorkZone.

Instruction	Explanation	Navigation
Open Word	Open the document you intend to file.	
Select case	Select the case you intend to save the document in by clicking the button **Select case** in the top panel. When select a case, a pop-up window opens.	Select Case ▾ Refresh Merge ▾ Add Recipients Case
Apply information	Apply the relevant information. Finish by clicking **Save on Case.** When the document is saved on the case, a document number will appear in the top of the Document Registration window. Now you can work in your document.	Document Regis... ▾ ✕ Document 3705639 Case 2019-0030653 (workzone.uni.au.d Engelske oversættelser af vejledninger Title Filing from Word 100320 ⌃ Document Information Document Type DOK, Document Classification INTERNAL, Internal State UÅ, Draft Case Handler Maria Emilie Arup Hovmand, AU323396 Document Group Main Document Letter Date Reply Deadline 10-03-2020 Select a date ⌄ Document Parties - 0 ⌄ Related Documents - 0 Save on Case Save as New
Save document changes	To save document changes on the case in WorkZone, click **Save on Case** in the Document Registration window.	Save on Case