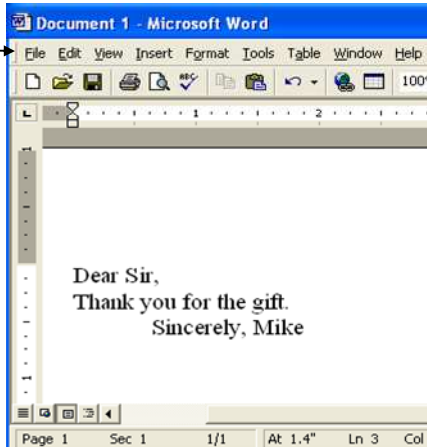


## To **SAVE** a Document

To save a file or document, you can use either the **SAVE** or the **SAVE AS** function. The **SAVE** function will save the document to the default location (directory), and will keep the original name. The **SAVE AS** function will also save the document, but also allows you to assign a name to the document, and to select a different location to store it in. If you are saving a document for the first time, use the **SAVE AS** function, in order to assign a name to the document. When saving changes to the document thereafter, you can use the **SAVE** function.

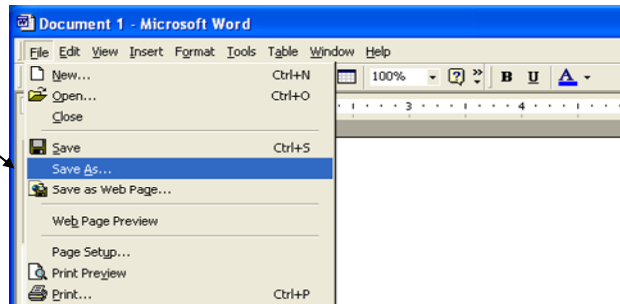
- 1 Click on **FILE** in the Menu Bar



(OR)

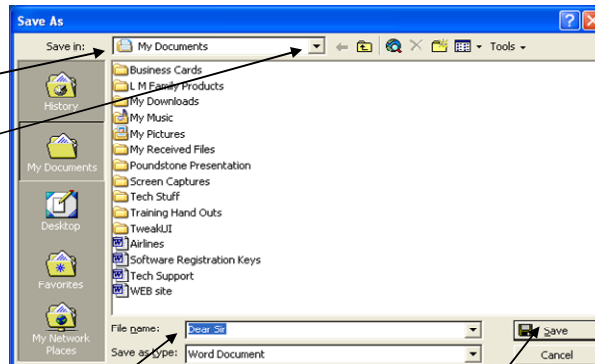
- 1 Click **SAVE AS** on the "Drop Down" Menu.

( If this is **not** the first time you saved this document, then Steps 3 - 5 have already been done. Click on **SAVE** instead of **SAVE AS**. Otherwise, click **SAVE AS** and do Steps 3 - 5 )



- 2 Make sure you are saving the document in the correct Directory

( If you need to change to a different Directory, click the small "drop down" arrow on the right side of the "Save in" window, and select the correct folder )



- 3 Enter the "name" that you wish to call this Document in the "File name" window.

- 4 Click the **SAVE** Button to **SAVE** the document