
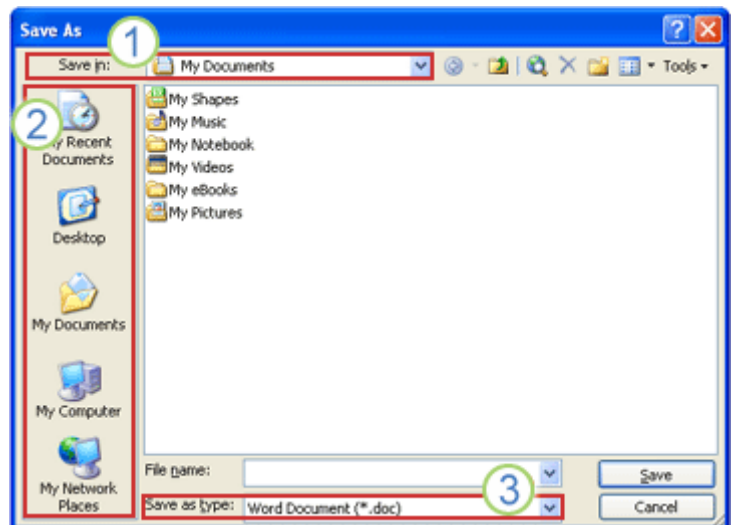


SAVE A FILE

By default, Microsoft Office Word program saves a file to a default working folder called My Documents. If you want, you can specify a different location.

Save As (Save a copy of a file)


1. Click the **Microsoft Office Button** 
2. Click **Save As** if you are saving the file for the first time, or if you wish to rename a file or change the file location of the file.
1. Choose the **file location** from the **Save in** list or locations saved in your **My Places bar**.
2. Choose a **folder**, from the **Save in** list.
3. **Save as type**, - to see different types of files - click the arrow. This will allow you save files in other file formats/versions.



In the **File name** box, enter a new name for the file. This should be relevant to your document.


4. **Click Save.**

Save (Save a file)

3. Click the **Microsoft Office Button** 
4. Click **Save.** (or Ctrl+S)

Tip ➔ Create a new folder

To save the file into a new folder -

Click **Create New Folder**  from the **tool bar** on the **Save As window**
Name the folder
Click **Save** button.