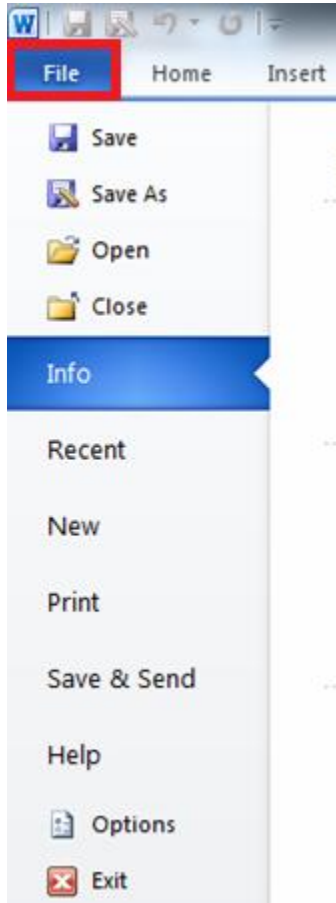
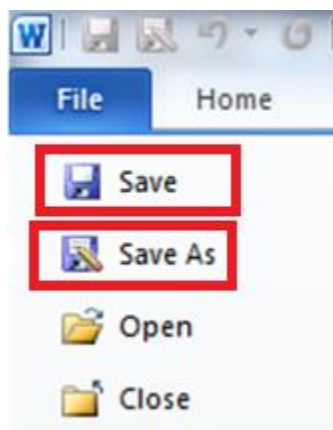


How to use Save and Save As

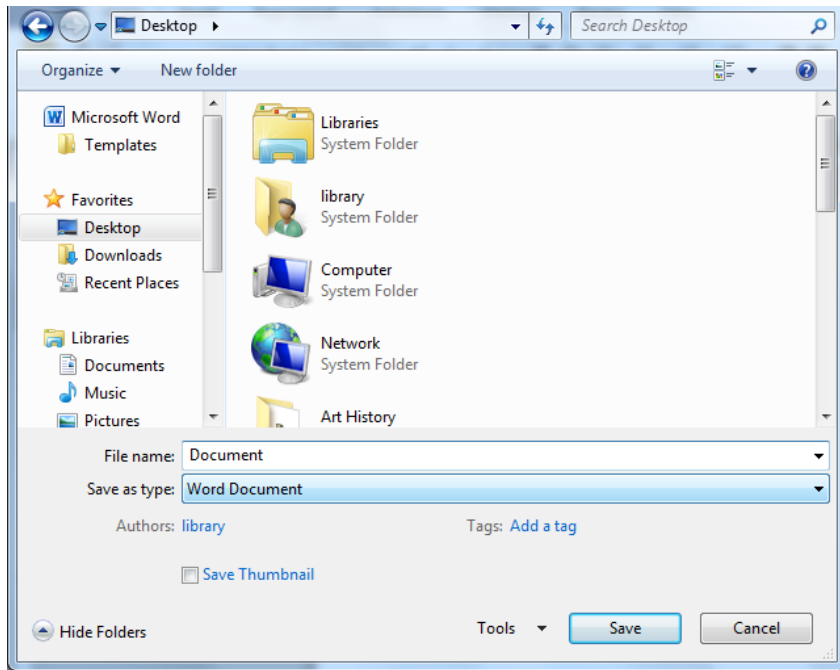
1. Left click on the *File* tab



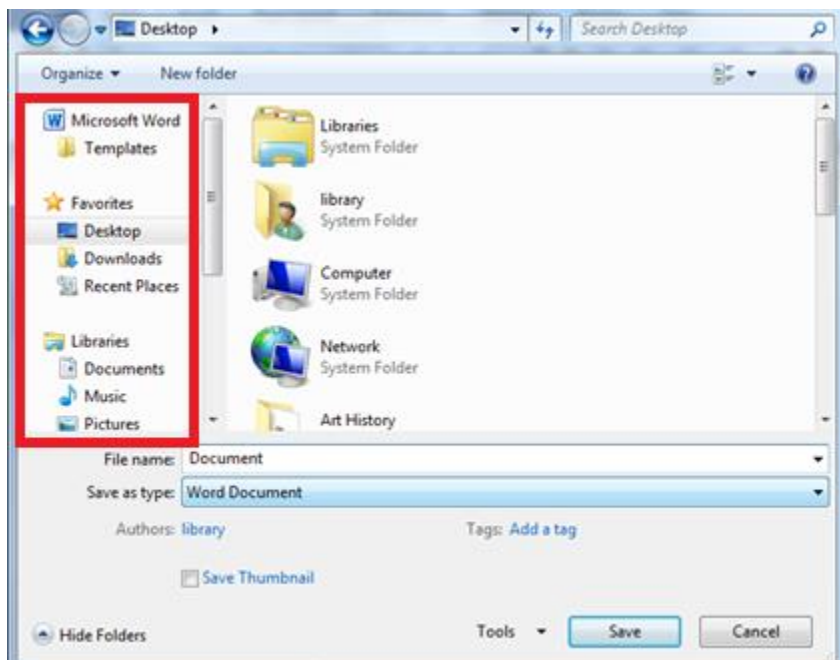
2. Point your mouse to either *Save* or *Save As*. There is a difference between *Save* and *Save As*. The difference is that *Save* will always write to the file that the document you are working on was opened from. *Save As* will save the file to a new document.



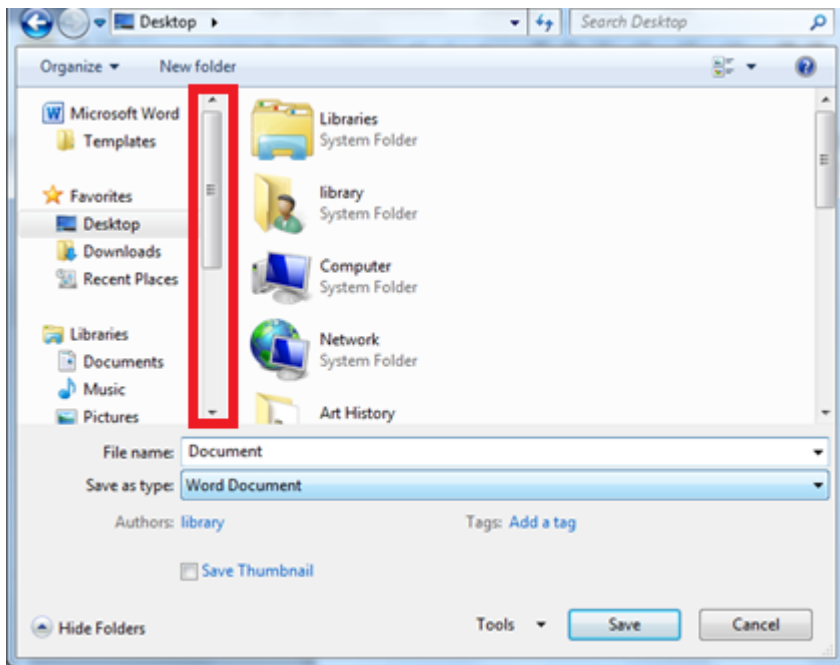
3. Left click on either *Save* or *Save As*
4. If you are using *Save*. There will not be anything that will happen to indicate the file being saved.
5. If you are using *Save As* a menu will open up. In this menu you will select the destination of the file, choose the file format and name the file.



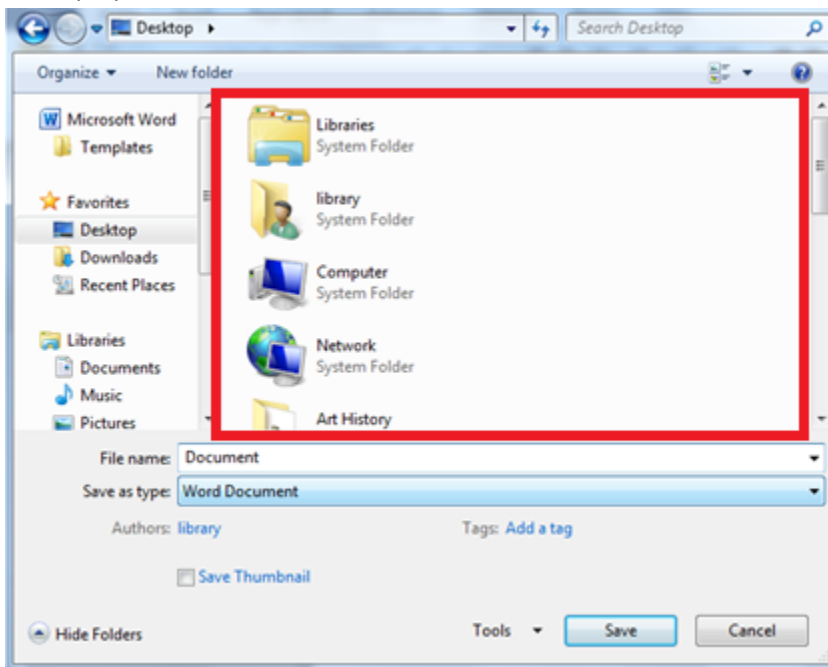
6. To select the destination folder, use the box on the left hand side of the menu



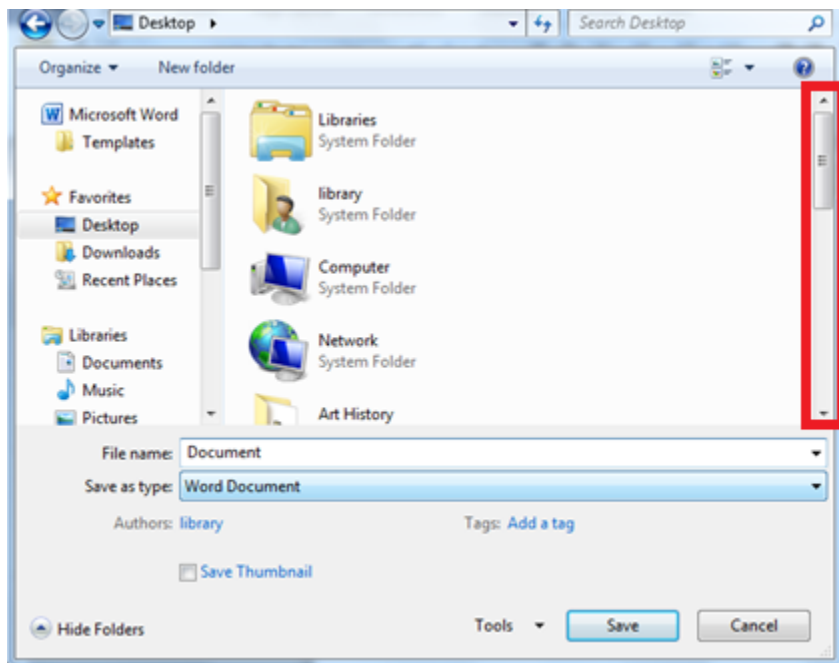
7. If you need to scroll down use the gray bar on the right side. To use the gray bar, left click on it and while holding the left mouse button down and drag it down until you see the destination file you wish to save your document to.



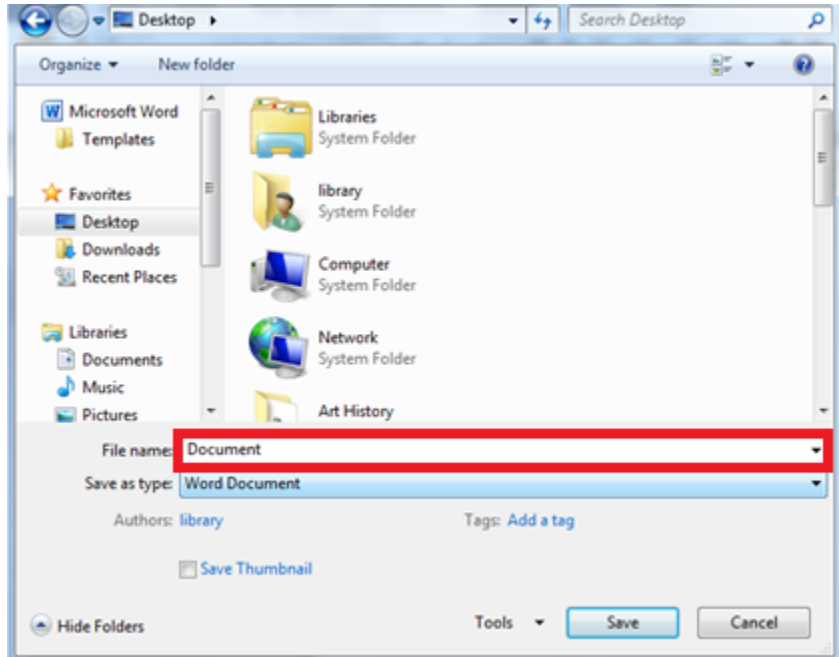
8. Once you have selected the destination folder the contents that exist in the folder already will be displayed in the center box.



9. If you wish to scroll down, use the gray bar on the box's left side and left click on it, holding the left mouse button down drag the bar until you see the desired file.



10. To name the file, point your mouse to the box next to *File Name*:

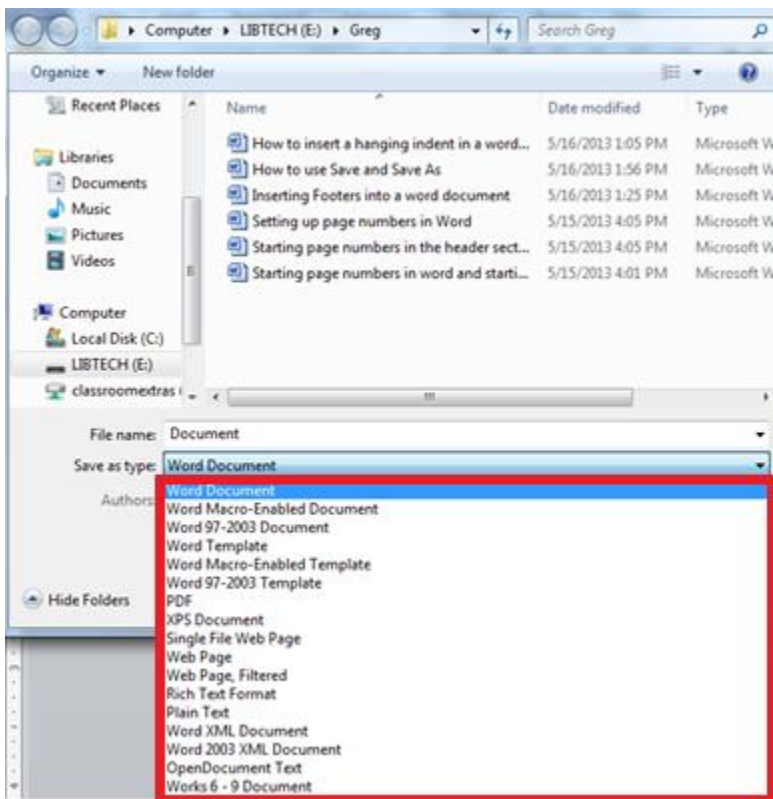


11. Then, click in the box and delete any existing text by pressing delete on your keyboard and begin typing.

12. To change the file format go the box titled *Save As Type*: Then, left click on the box to see the available formats.

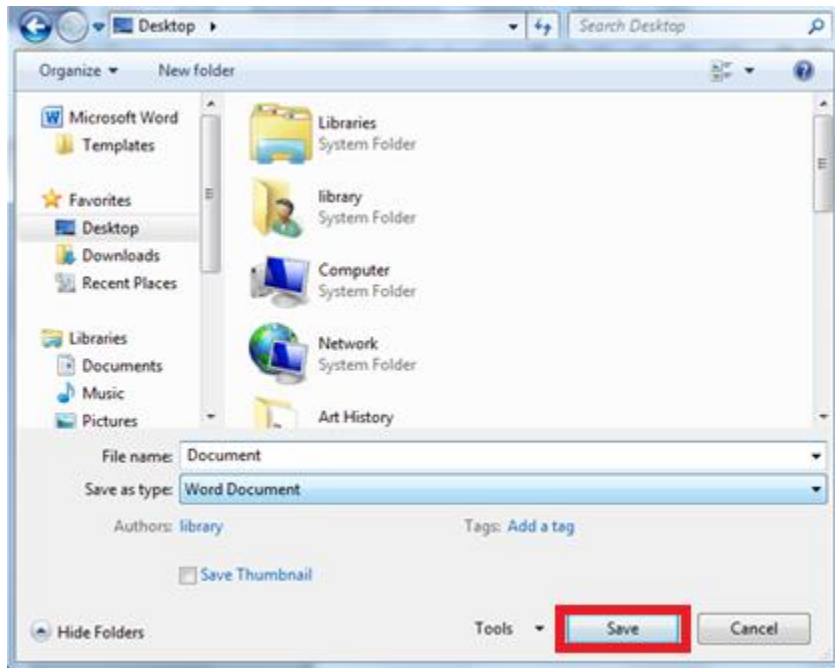


13. Use the mouse to point to the desired format.



14. Then left click on the desired format.

15. Use the mouse to point to the *save* icon and left click on the *save* icon.



16. The box will disappear after you have left clicked on the *Save* icon and you will be returned to your document.