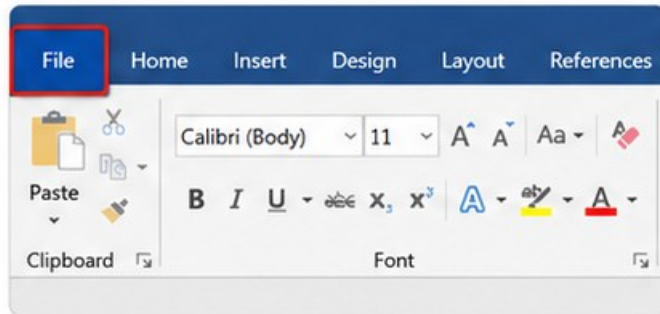


Follow these simple steps to save your work correctly.

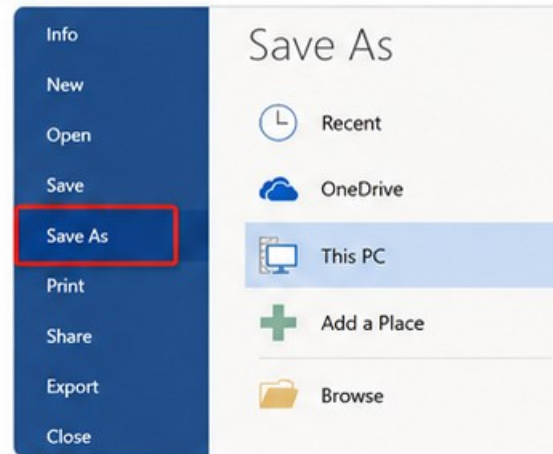
Saving your document keeps your work safe so you can open it again later.

1 Click on File.



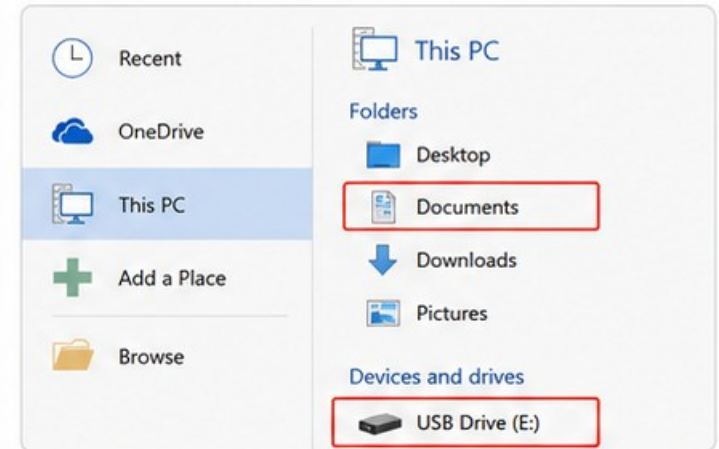
Click on the **File** tab at the top left corner.

2 Choose Save As.



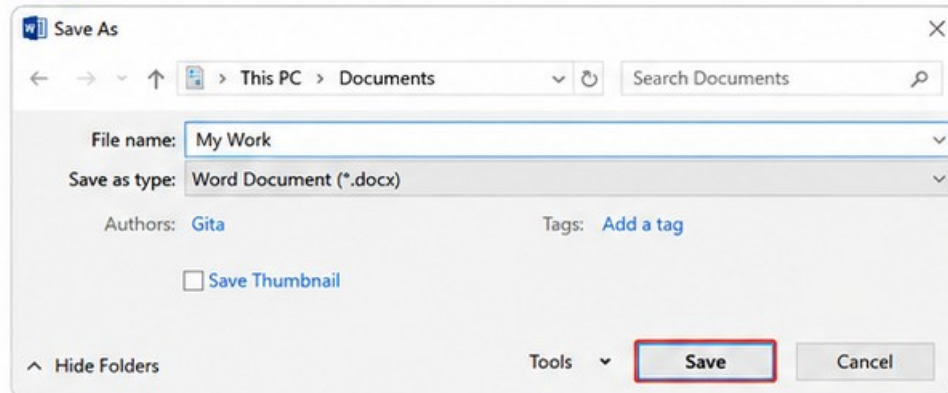
Click **Save As** to choose where you want to save your document.

3 Choose where to save.




Select a location such as **Documents** or your **USB Drive**.

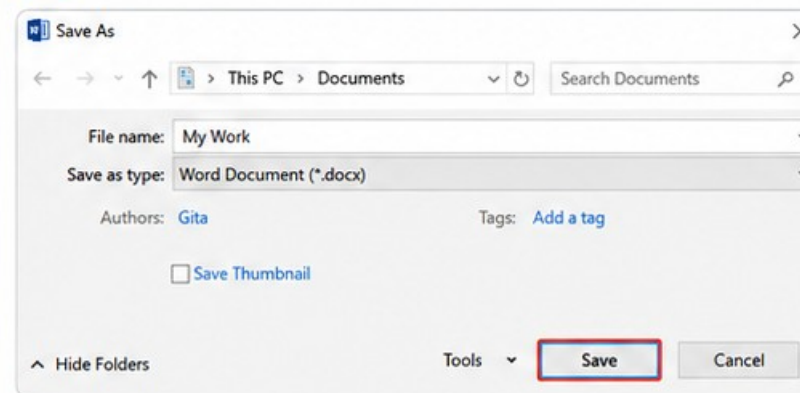
4 Give your file a name.



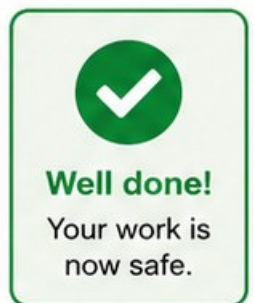
Type a name for your file.
Use a clear name so you can find it easily.

 Example: My Work, Letter, Homework, Recipe Book

5 Click Save.



Click **Save**.
Your document is now saved
and ready to open anytime.



Remember

