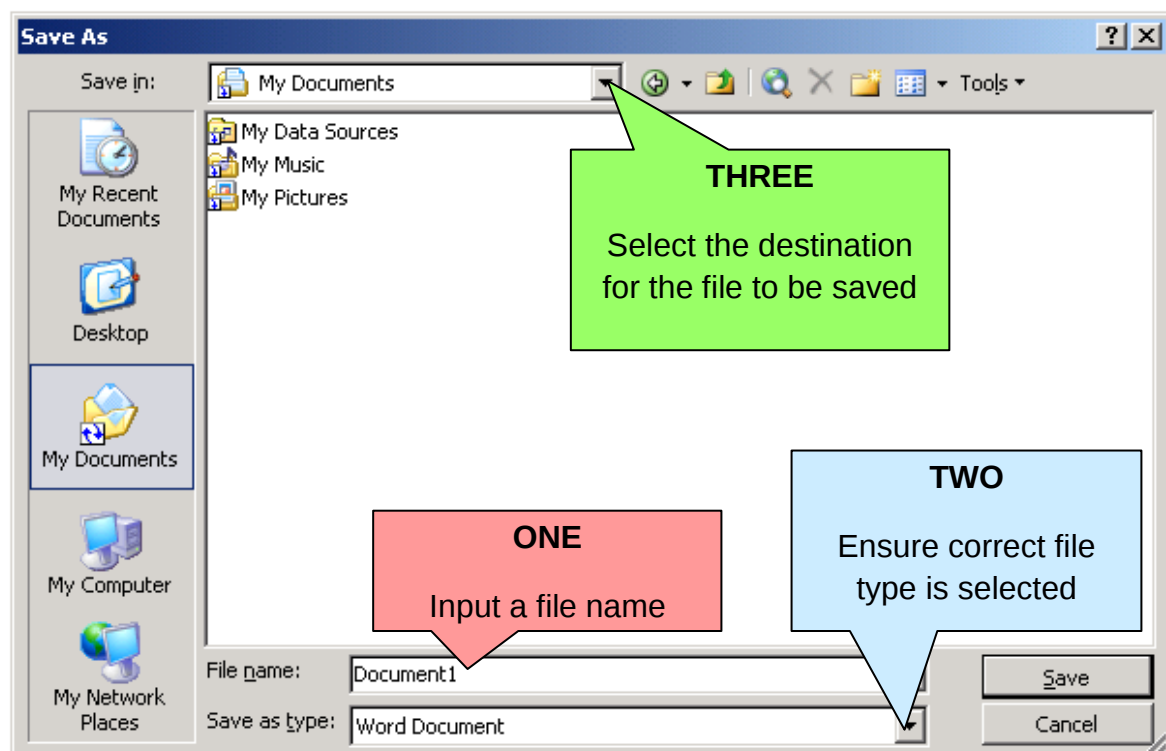
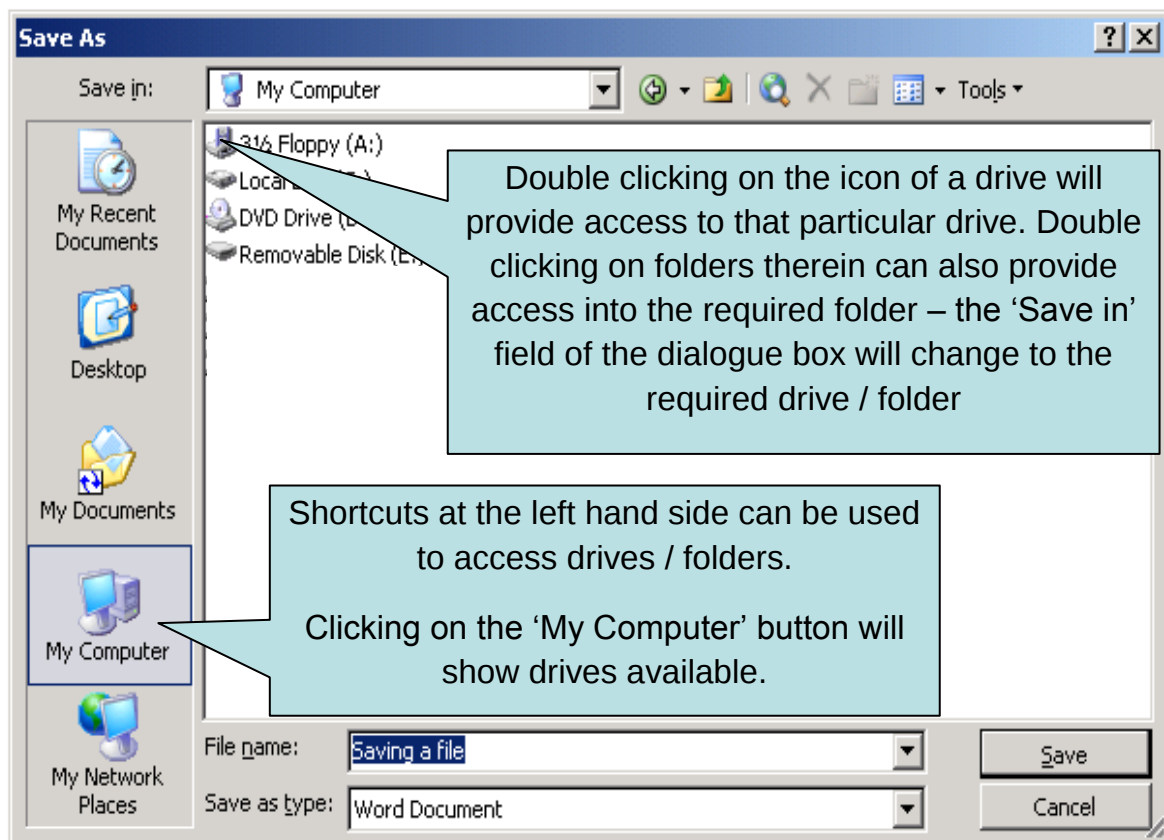


Saving a file

Menu and Command : **File > Save As**

1. FILE NAME: Type in a file name of choice – the field is already selected - no need to click.
2. FILE TYPE: Use the drop down within this field if the file type needs changing.
3. SAVE IN: The default tends to be 'My Documents' ... use the drop down to select from the list the required destination for saving the file.





Remember the 1,2,3...

1. File Name field (Name the file – type the name into this field)
2. Save as Type field (Word Document or other file type)
3. Save in field (What drive or folder do you want to save the file to?)