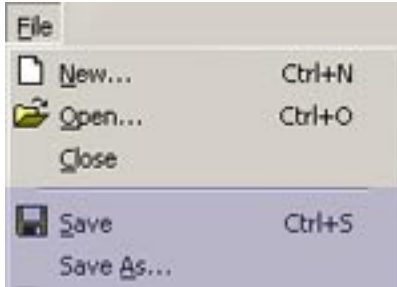




Microsoft Word: Save/Save As . . .



Both the **Save** and **Save As...** commands can be accessed from the **File** menu in the menu bar.

You select **Save** to save your current document, and **Save As...** when you want to save a copy of your current document to a different location (e.g., a floppy disk) or to give it a different name (e.g., "Doc1Revision").



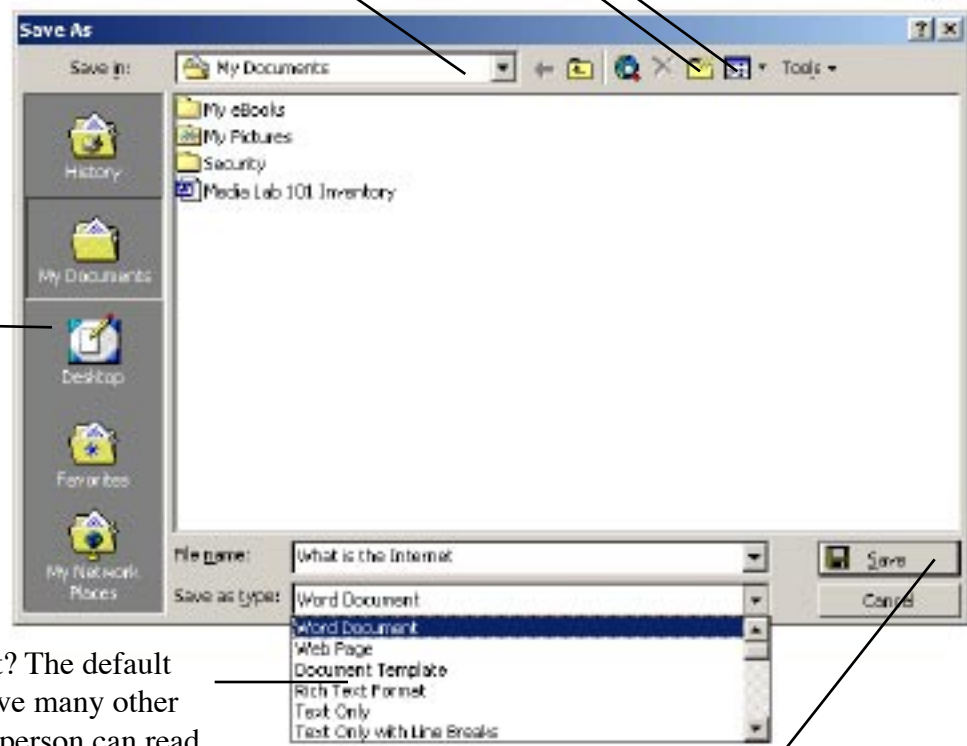
The Save command can also be triggered by clicking the **Save** icon on the Button Bar.

You can click here to select where you'd like to save your document, either to a drive or specific folder on that drive.

Click here to create a new folder.

Click to change the way the files are displayed in the window.

List of commonly-used folders.



Save as what type of document? The default is Word Document, but you have many other choices. To make sure another person can read your file, and you're not sure they have **Word**, **Text Only** or **Rich Text Format** are good bets.

Click **Save** after you've named your document, selected a save location, and chosen the document type.