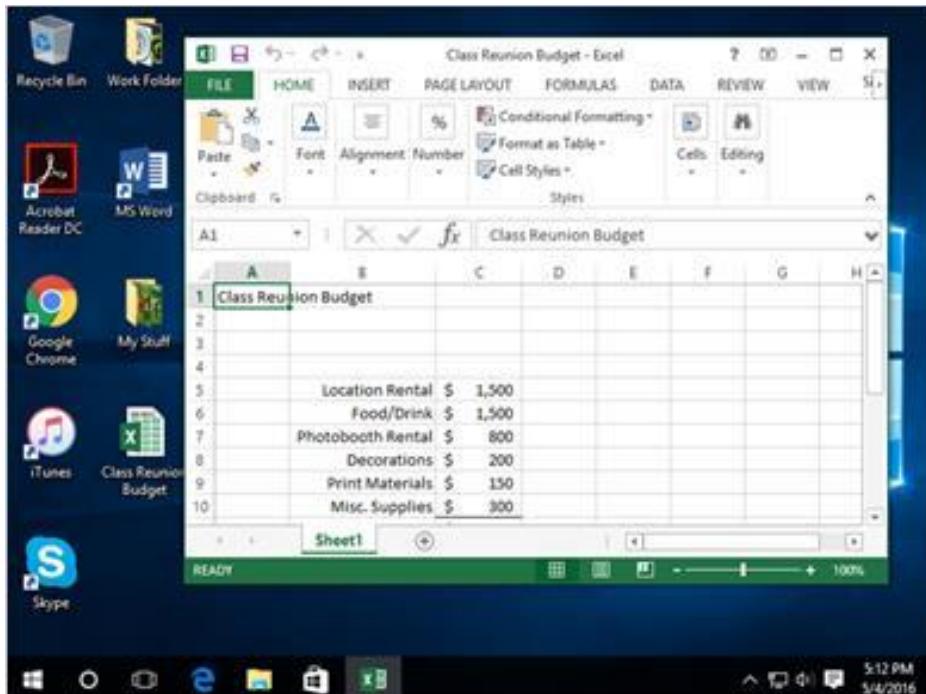
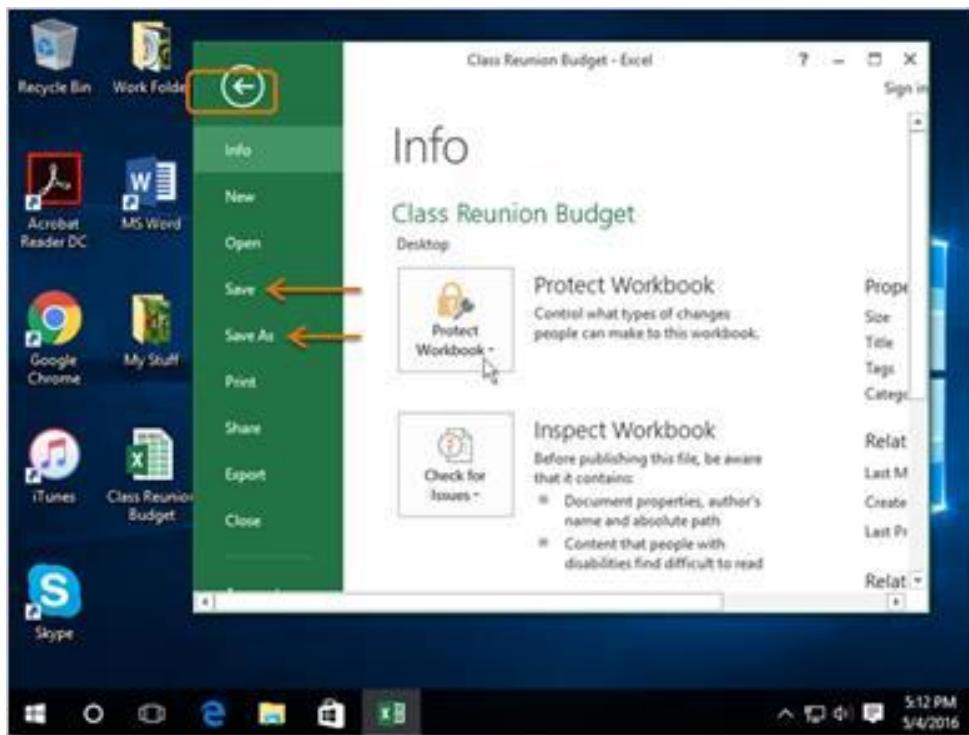


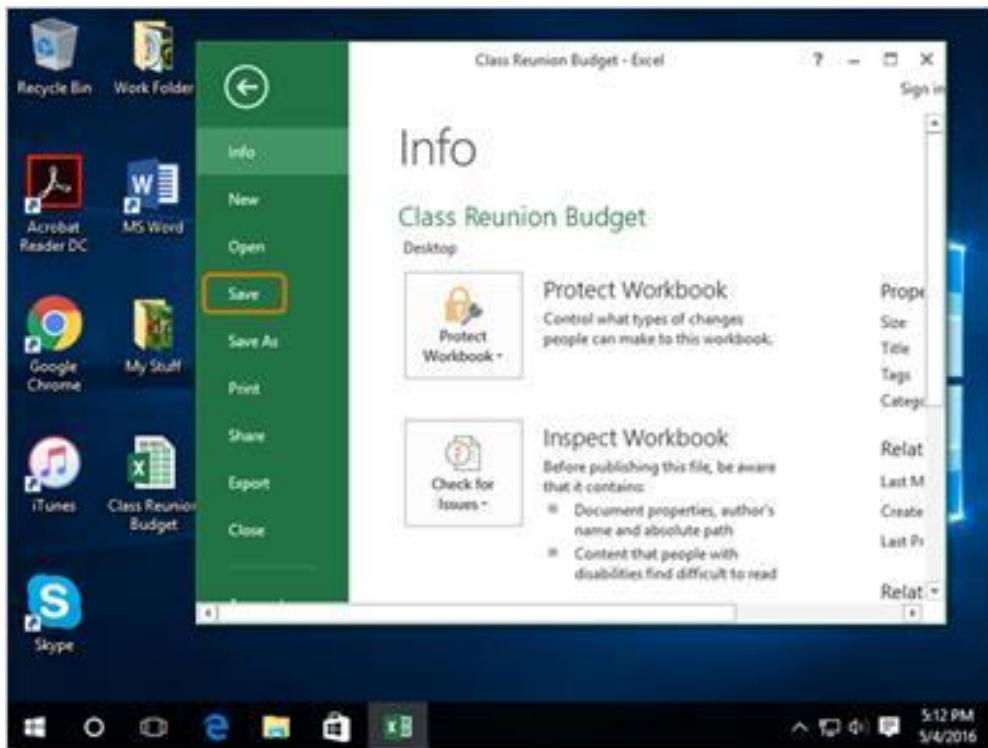
Saving and Closing Files



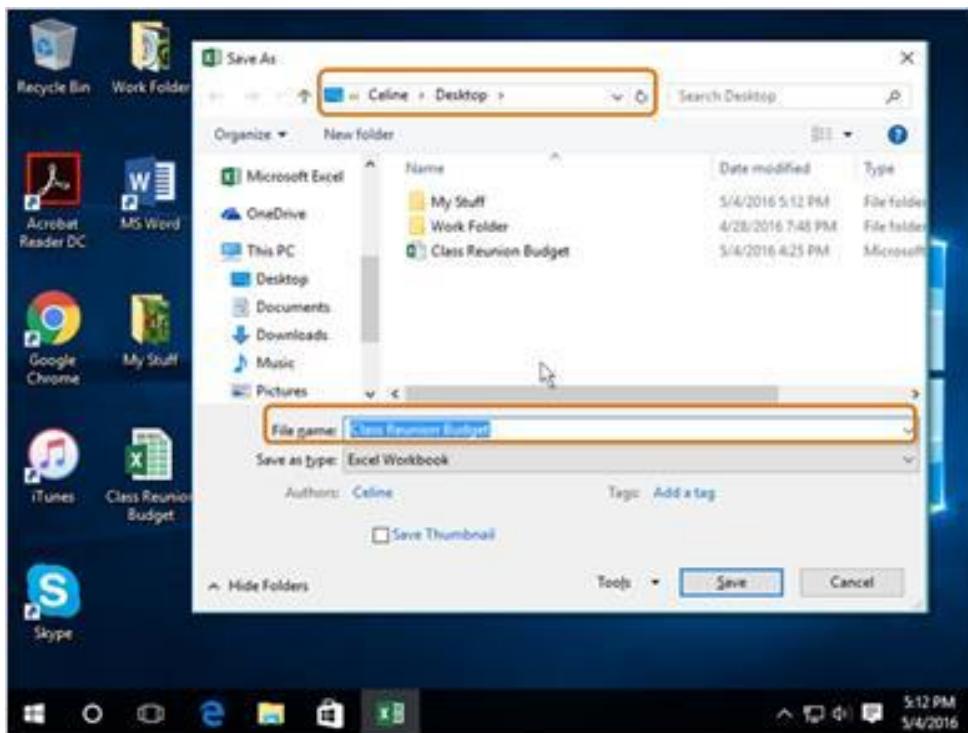
If you are working on a file, and you want to be able to return to it later after you close it, you'll need to **save your work**.



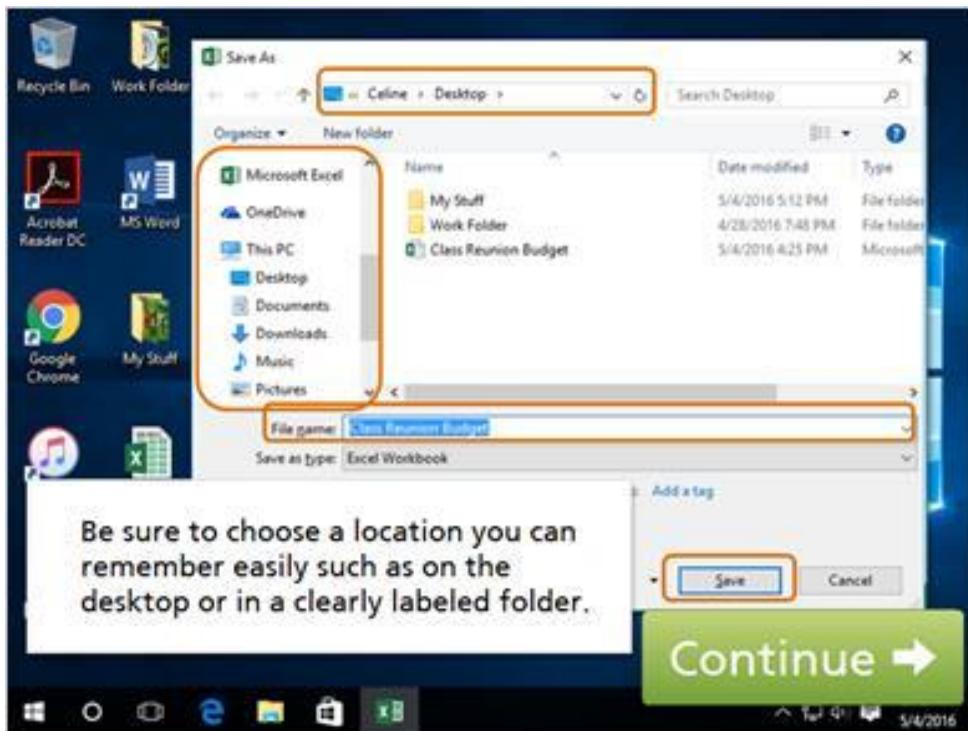
To save a file, click on the File tab from the Menu at the top of the window. Typically, you will see a “Save” and a “Save As” option.



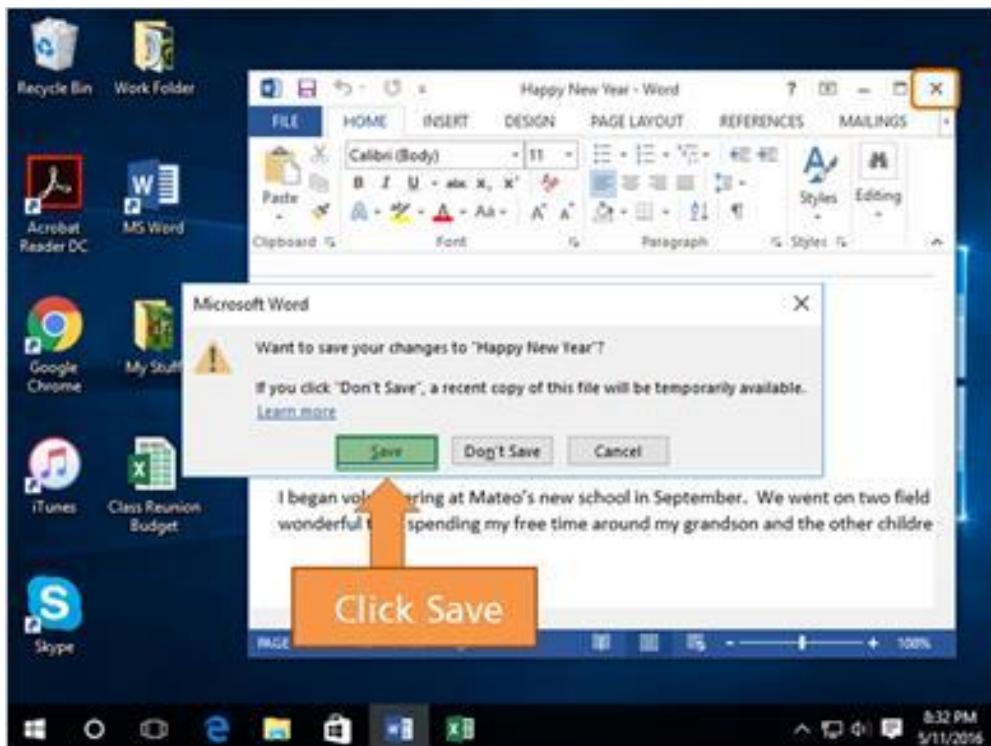
If you have saved the file before, and would like to keep the same name and location of the file, just click the Save option.



If this is the first time you are saving this file, or you would like to change the file name **or the location where it's stored, select Save As. A “Save As” window will open. This will allow you to select where the saved file will be located on your computer, and enter a name for the file.**



Celine is going to save her file on the desktop, which is indicated at the top of the window here. You can also use the navigation pane on the left to choose a different location.



Celine could enter a different file name here, but she will keep this name, then click the save button. If you are using a public computer, there may be restrictions on where you can save files. Using a USB or flash drive is a common way to save your files when using a public computer. Seek help from a staff person for more information.

Celine is done with her letter and wants to close it now. To do this, she can click the X in the title bar. If a file has had changes made since the last time it was saved, a window will open asking if you'd like to save the changes. Click the **Save** button to save and close this file.



Thank you! Now we are ready to learn about deleting files in Windows 10.