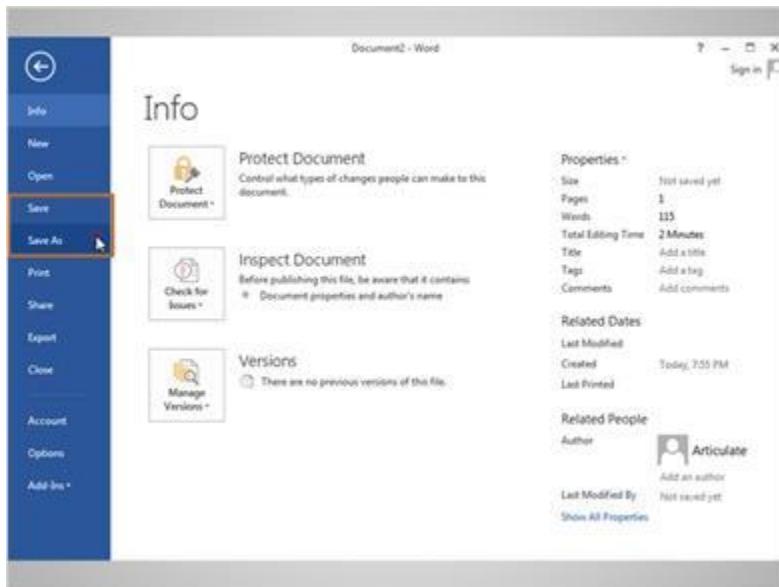


Saving Your Work

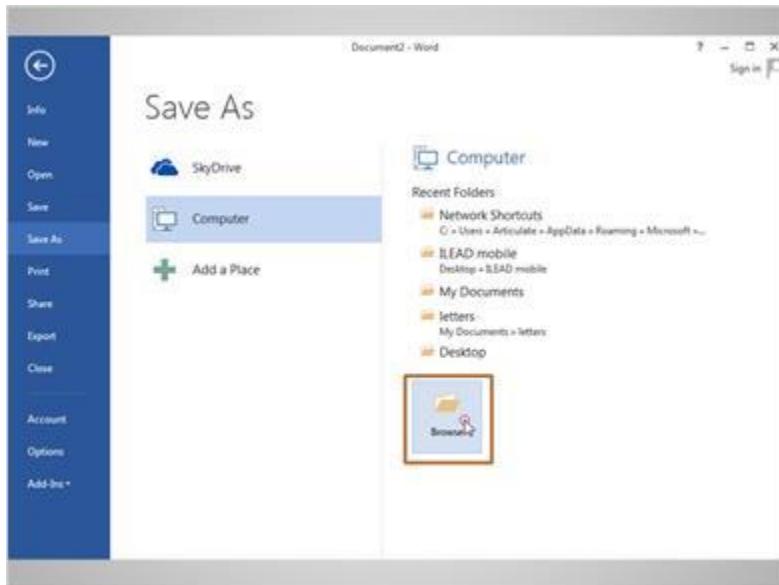


Saving your work is a good idea, even when you aren't finished creating your document. When Jane saves her work, it prevents it from being lost if there is an error or if the computer stopped working. There are two ways to save your work when using Word.

The first way Jane can save is by clicking on the File tab on the top left of the screen.

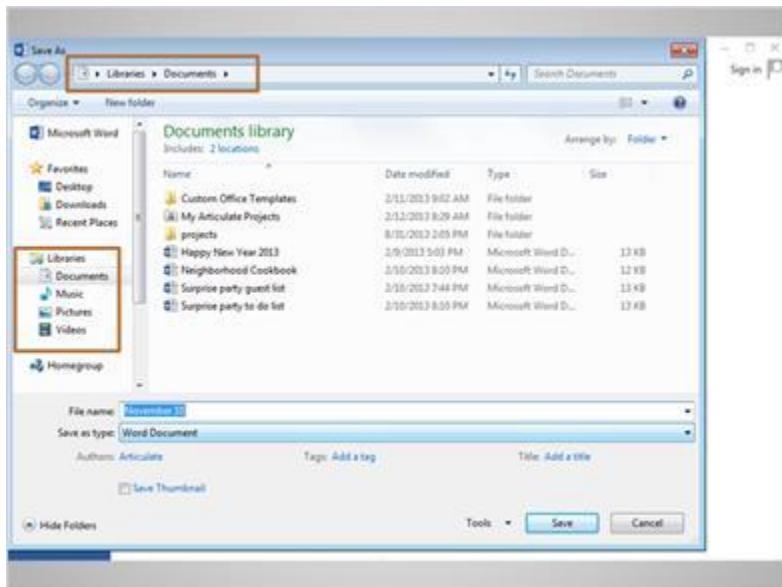


When the menu opens, Jane can either click Save or Save As. Both options will save the work. When Jane saves something for the first time, she will be asked to name the file and place it in the location of her choice.

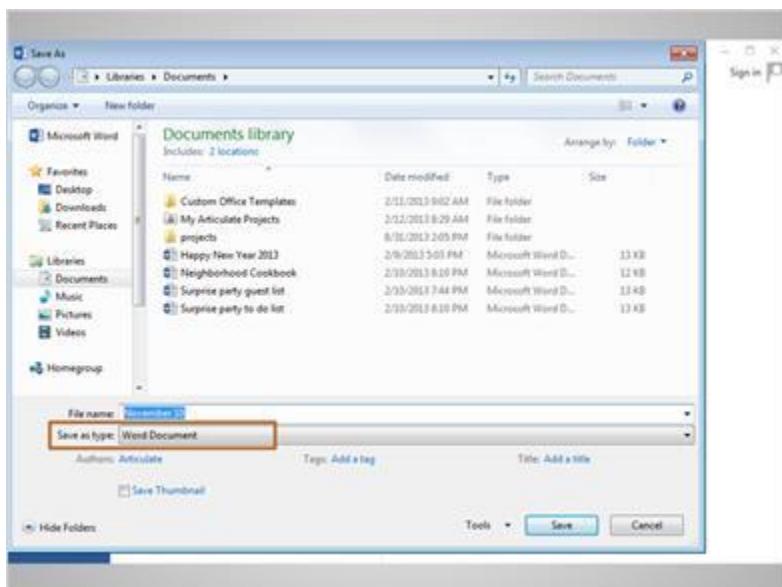


When Jane clicks on Save As, she can save the document anywhere on the computer or even on a flash drive with this option. You just need to remember where you saved the file!

In this version of Word, Jane clicks on Browse.



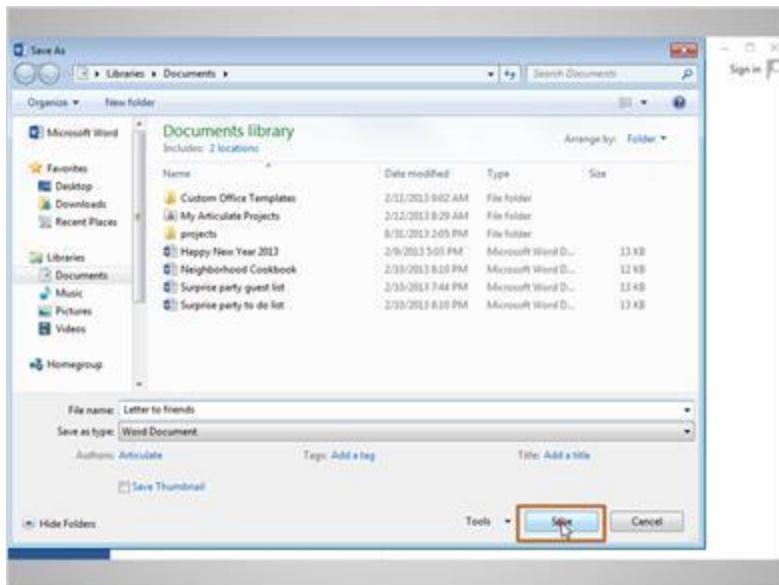
You can see that she's now in her Documents folder.



Jane has the additional choice of choosing what type of file she would like to save her document as. The best idea is to save the file as a Word Document, which is the default option. It's important to note that before you choose any of the other file options, be sure you understand what type of file you are saving it as. Saving something as the wrong file type can prevent you from opening the document the next time you need it.



Now Jane can type in a file name for her document. Jane can name the file almost anything she wants! There are some characters that can't be used in a file name, including special characters like percent signs, or dollar signs. Word will alert you if you try to use special characters that aren't allowed.



Jane types in her file name, and then clicks on the Save button to save the file.



After Jane first saves her Word document, she can continue to hit either Save using the File tab or she can also simply click on the Save icon on the top menu bar. This is the icon looks like a floppy disk.

When Jane clicks on the Save Icon, she will not be prompted to name the file or pick the location where it saves. The file will automatically be saved with the same file name and to the same location she chose before, since she has already saved it once.

Try to save your work often, saving several times when you're working on your document, and anytime you take a break.