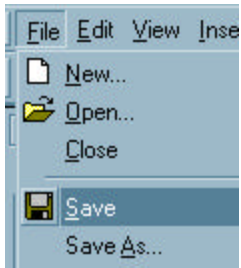


## SAVE YOUR DOCUMENTS:

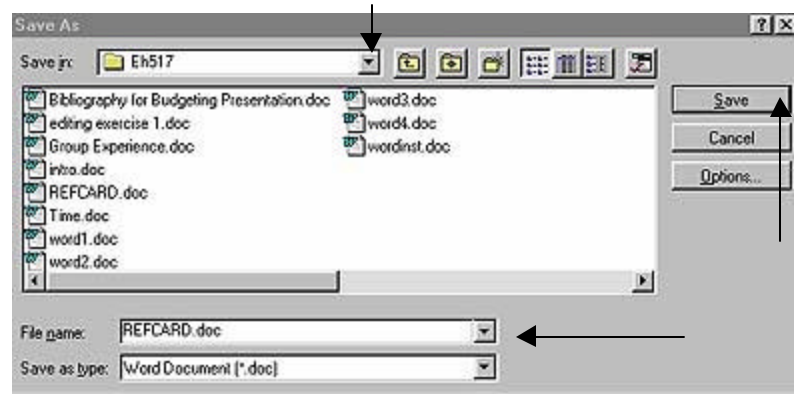
Always save your documents frequently. Saving protects you from loss of data in the event of a computer or printer problem. Saving to a floppy disk allows you to take your document to another computer for sharing.

When you first save a document, you will have to specify the name and file location.



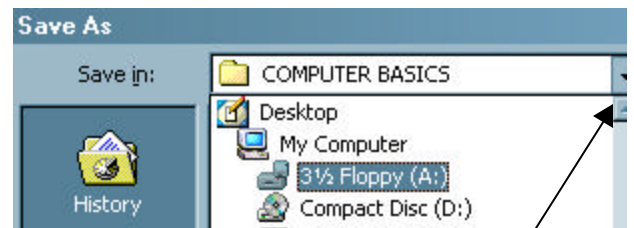
1) To Save a Document, Click on the File menu. A pull-down menu appears.

2) Select Save.. The Save As window will appear.



3) Type the name you want for the document in the File Name box. If you are using Windows 95 or a Macintosh, you may use as many characters as you would like to name the file, otherwise you must use eight characters or less (OLDER COMPUTERS).

4) Navigate to the directory (FOLDER) where you want to save the file by double clicking on the directories you want to open.



NOTE: If you do not specify a particular folder, your work is normally stored in the My Documents folder of the C drive.

If you want to send your work to a floppy disk, click on the Save in menu button, and then select the 3 ½ floppy from the drop-down menu.

5) Click the Save button.

**Vic Tip:** Once you've named the file, the next time you need to save it, simply use the File, Save menu option or click the Save icon from the toolbar.

