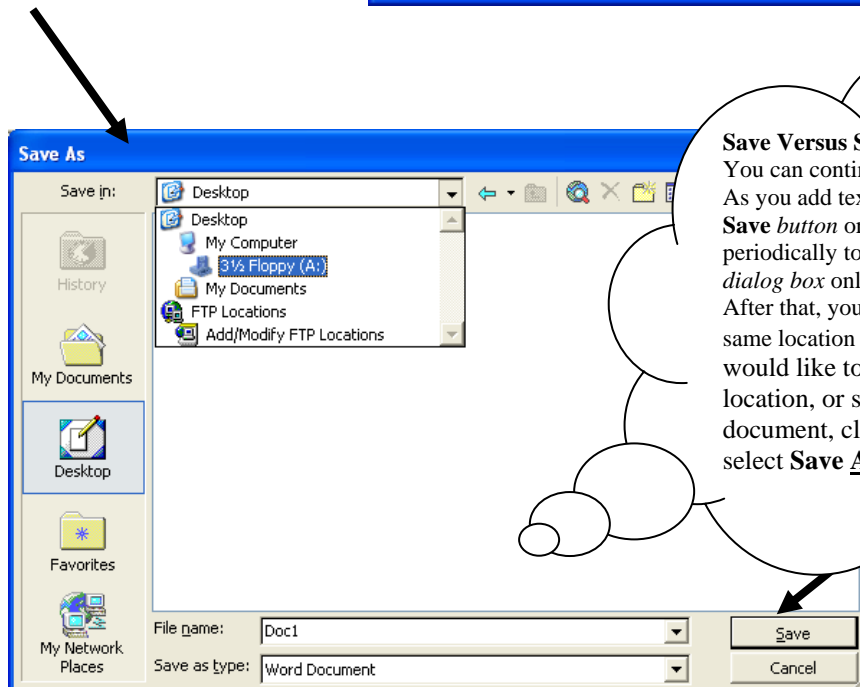
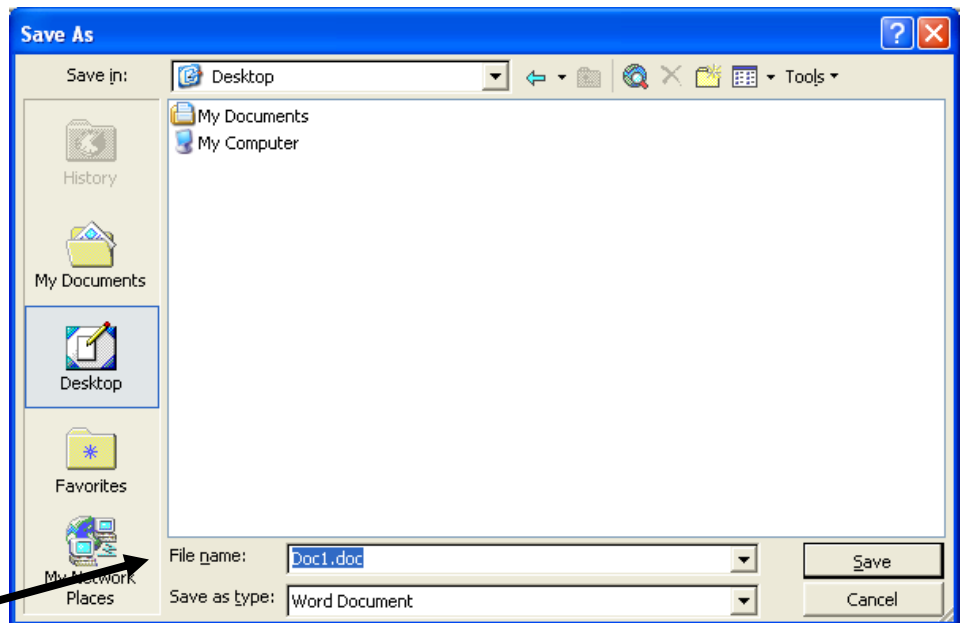


Saving a File to Disk

Once you have created a document, you may wish to save it onto a disk for later use. After it has been saved onto a disk, you will always have a copy of the document if you wish to print another copy, or revise it for future use.

1. A document should be open within the Microsoft Word program.
2. Click the **Save** button on the **Standard toolbar** or click the **File menu** and select **Save**.
 - The **Save As** dialog box opens when you save for the first time.
3. In the **File Name** box, type a name for your file (e.g. "my file").
4. Click on the down arrow to the right of the **Save in** box.
5. Click on **3 ½ Floppy (A:)** **Drive**.
6. Click the **Save** button on the right hand side of the *dialog box*.
7. The document has been saved-- the file name should appear on the title bar (the blue bar at the top of your screen).



Save Versus Save As

You can continue to work on your document. As you add text or make changes, click the **Save** button or press the **Ctrl** and **S** keys periodically to save your work. The **Save As** dialog box only opens the first time you save. After that, your document will be saved in the same location with the same file name. If you would like to save the file in a new location, or save a revised version of the document, click on the **File** menu and select **Save As**.