



Windows 10

SAVING A FILE

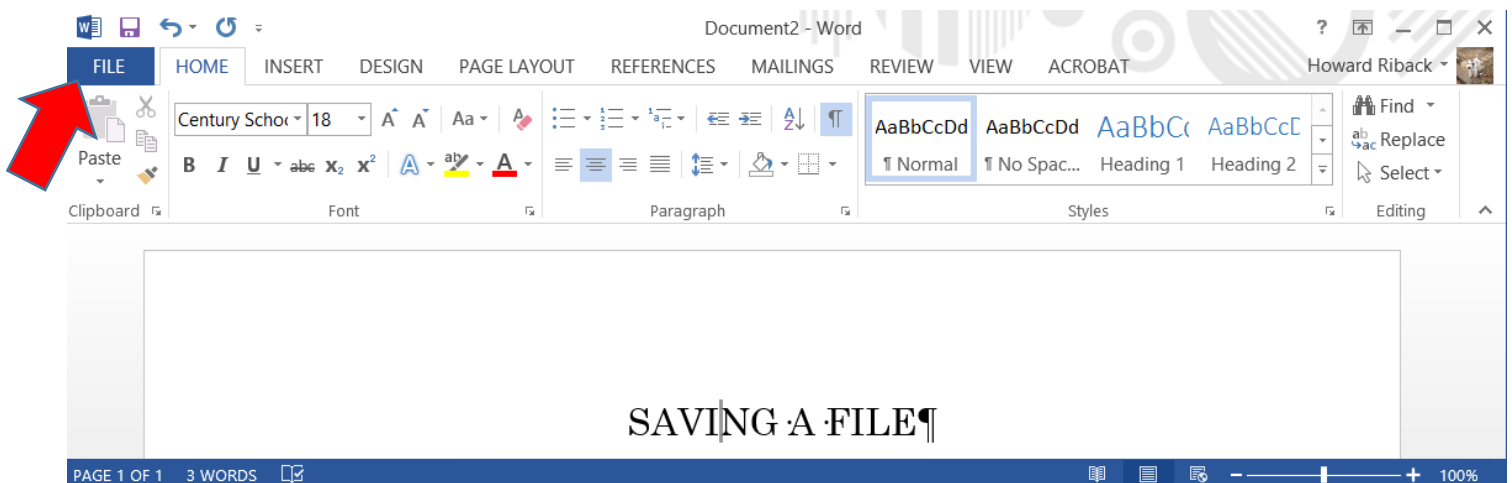


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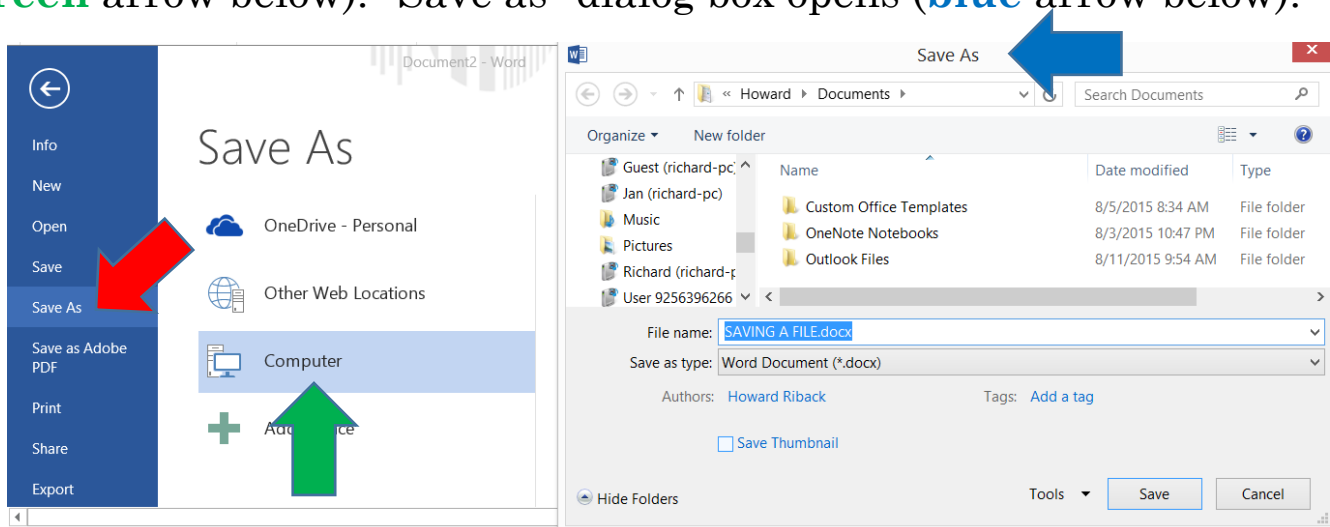
When saving any file, there are 3 mandatory issues to decide. Where the file is placed or its *destination*, to *name* the file & *type* of file (.docx, .pdf, etc.)

The procedure below applies to a majority of apps and programs and illustrates *destination*, *name* & *type*. This illustration uses Microsoft Word 2013.

Left Click “File” (red arrow below).



Left Click “Save as” (red arrow below). **Double Left Click** “Computer” (green arrow below). “Save as” dialog box opens (blue arrow below).



“SAVE AS” PROCEDURES:

ADDRESS OR DESTINATION:

Use the left pane and folder pane for determining a “Location or Address” for the file (**red** arrow below). **Left Click** “Folder” (**red** arrow below), so it appears in Address bar (**orange** arrow below).

NAME

Type a name for the file in the “File Name” box (**green** arrow below).

TYPE OF FILE

Optional: **Left Click** for “Save as type” (**blue** arrow below) other than a Word Document (*.docx).

When done, **Left Click** “Save” (**brown** arrow below).

