

## Saving a new document in Microsoft Office 2007:

1. Click the **Office Button** and choose either *Save* or *Save As*. When you are working with a new document that has never been saved before the *Save* and *Save As* options work in the same manner. (Figure 1)

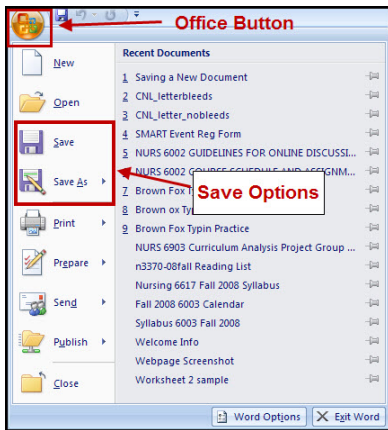


FIGURE 1: OFFICE BUTTON AND SAVE OPTIONS

2. In the *Save As* dialogue box that displays use the *File Name* field to name your file. (Figure 2)
3. Select the type of file you would like your file to be using the *Save as type* field below the *File Name* field. (Figure 2)
  - a. When using Word 2007, it is best to save your file as a Word 97-2003 file. This ensures that all users, regardless of the version of Word they are running will be able to open and read the document.
4. Use the *Save in* field to select a location to store the file. (Figure 2)
  - a. Click the drop down arrow
  - b. Select the location for the file
  - c. If you want to put it in a folder within that location, double-click on the folder.

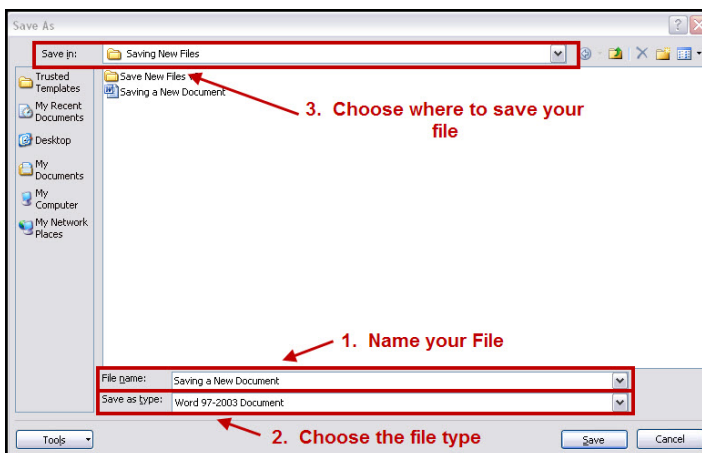


FIGURE 2: SAVE AS DIALOGUE BOX

5. Click *Save*.