

Saving an Existing Document:

1. When you are ready to save the existing document click the **Office Button**.
 - a. If you want to save the file to the same location from which you opened it and keep the same name, click *Save*. The changes to the file overwrite the previous version and it remains in the same location with the same name. (Figure 1)
 - b. If you want to save the file with a new name, in a new location or as a different file type, select the *Save As* option. (Figure 1)

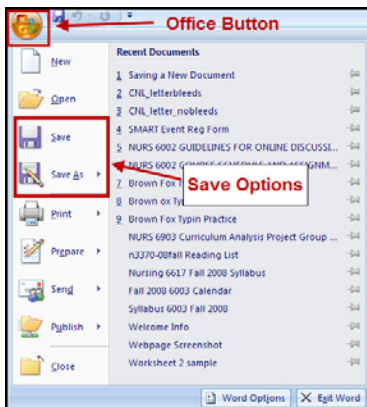


FIGURE 1: OFFICE BUTTON AND SAVE OPTIONS

2. When you select *Save As* from the menu, the *Save As* Dialogue Box appears. (Figure 2)

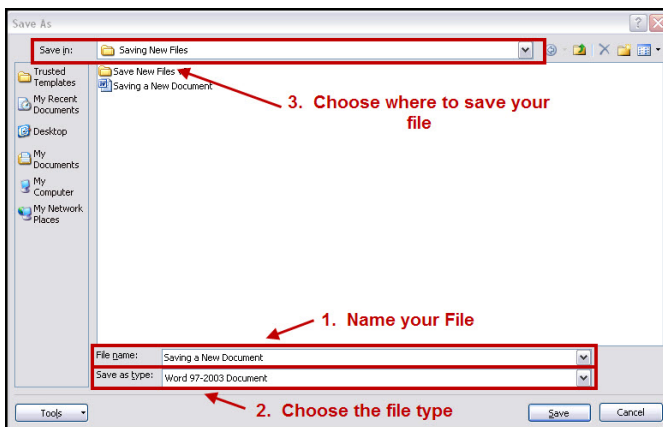


FIGURE 2: SAVE AS DIALOGUE BOX

3. Change the name of the file in the *File Name* field.
 - a. Highlight the name that is in the field
 - b. Type the name you want to use
4. Change the type of file in the *Save as type* field
 - a. To ensure all users can view the document, select the Word 97-2003 file type.
5. Use the *Save in* field to select a new location for your file.
6. Click **Save**.