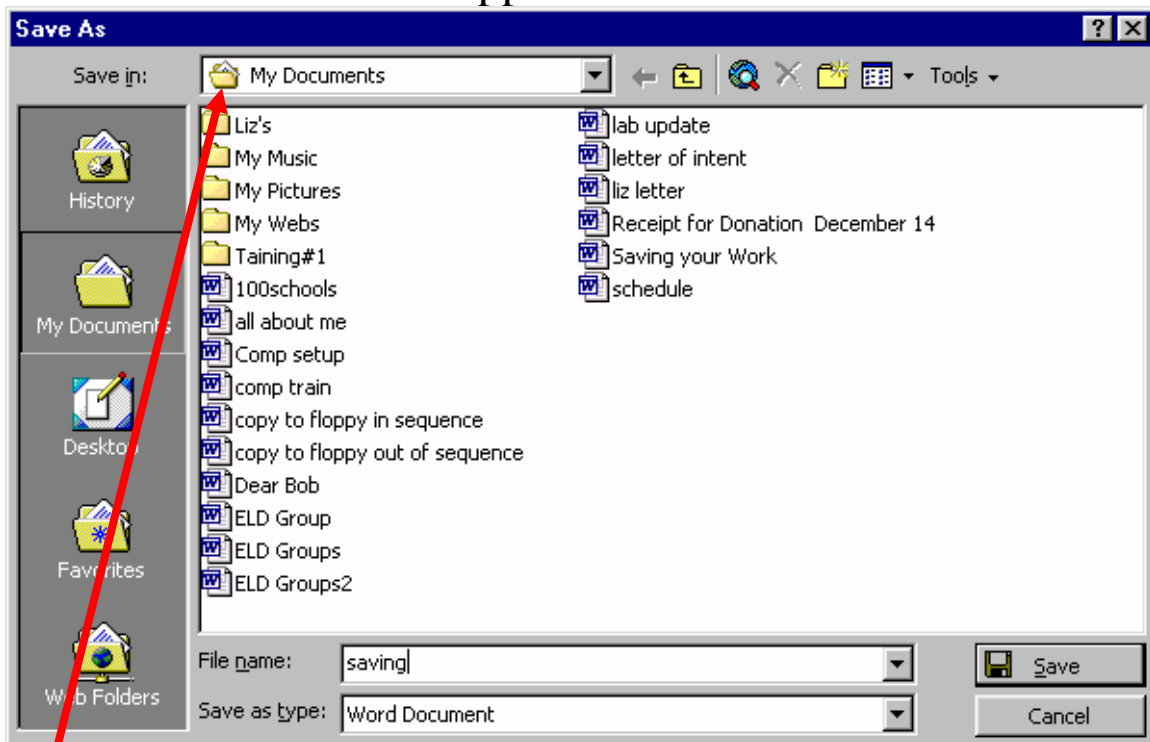
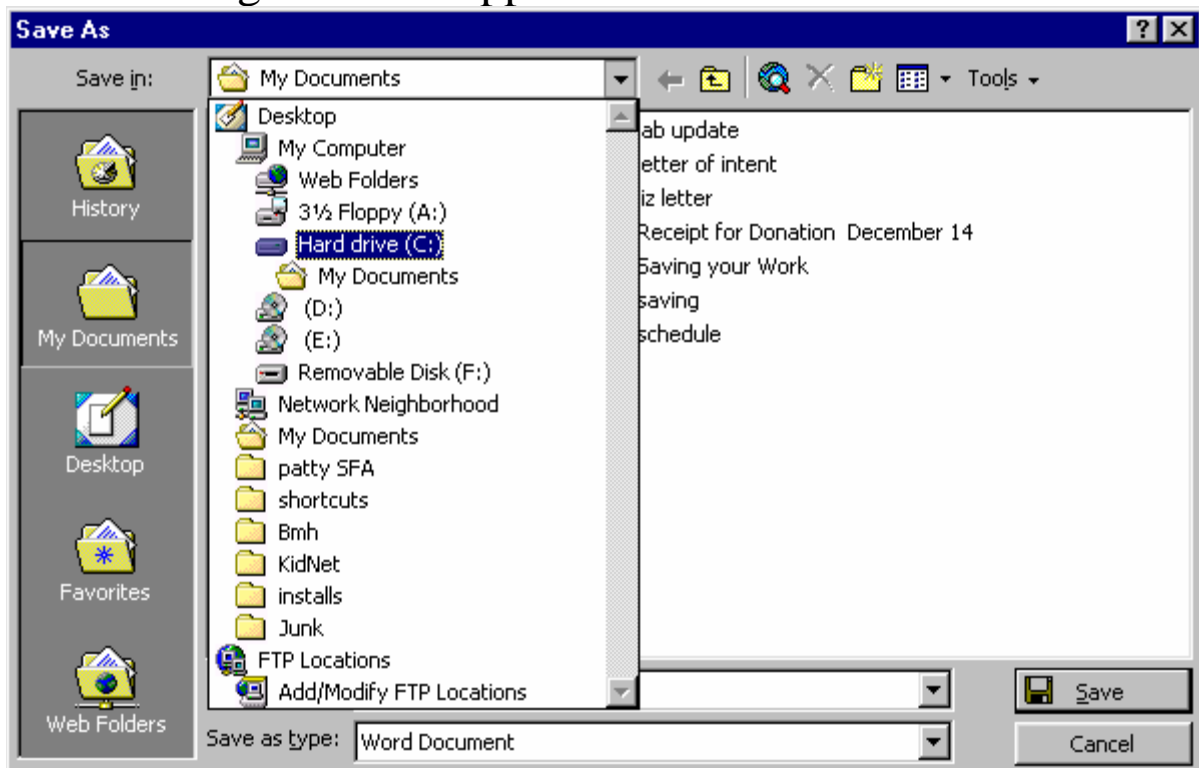


# Saving Files

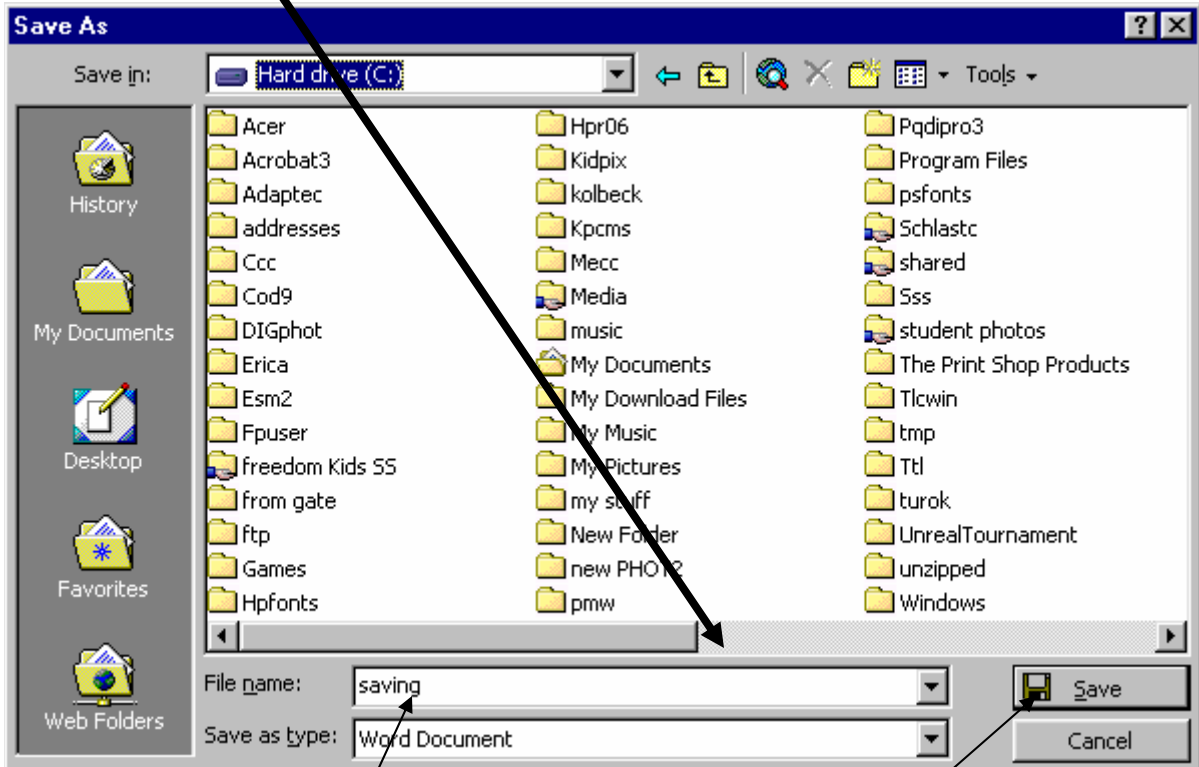
When you click file then select save or save as, **By Dan Weiser**  
the “Save As” window appears. It looks like this.



At the top of the window is the “save in” box. This is where the file will be saved. To change the location, just click anywhere in this box, and a menu of available drives/saving locations appears. It looks like this.



If you click on **Hard drive (C:)**, all of the folders on the hard drive will appear in the main window. Usually there are more folders on the hard drive than will fit in the main window, so you may have to click on the horizontal scroll bar to move the view over to the rest of the folders. This is the scroll bar.



When you double click the folder that you want to save the document in, you will see it listed in the save in box at the top. Now you need to change the name of the document from untitled to the name that you want. Just click in the file name box, push backspace to erase it, and then type the name that you want to use for the file. When you are sure that the saving location and the file name are correct, just click on the save button, and that's it.