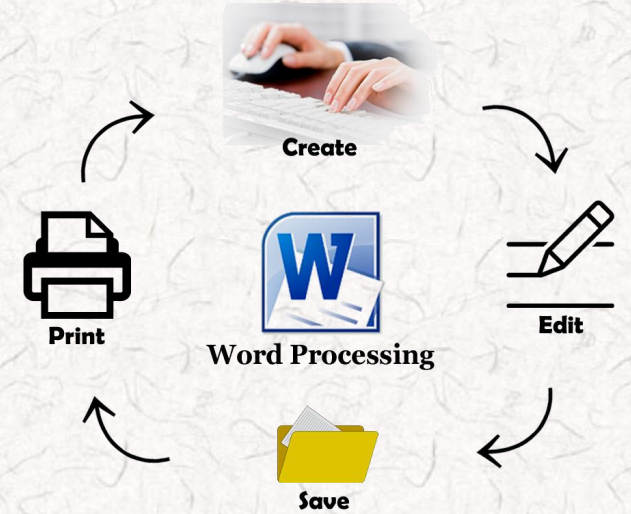


# Word Processing



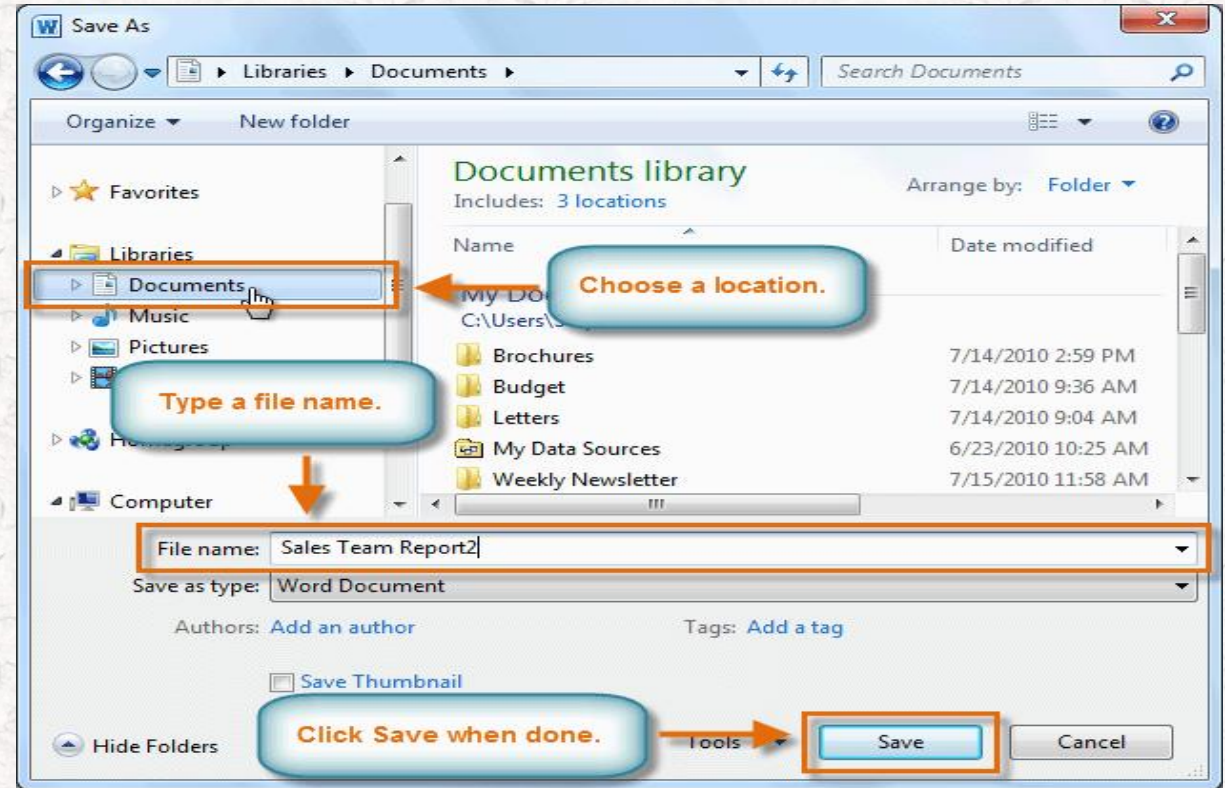
Class V  
lab 17





# Save as Command

Save As allows you to choose a name and location for your document

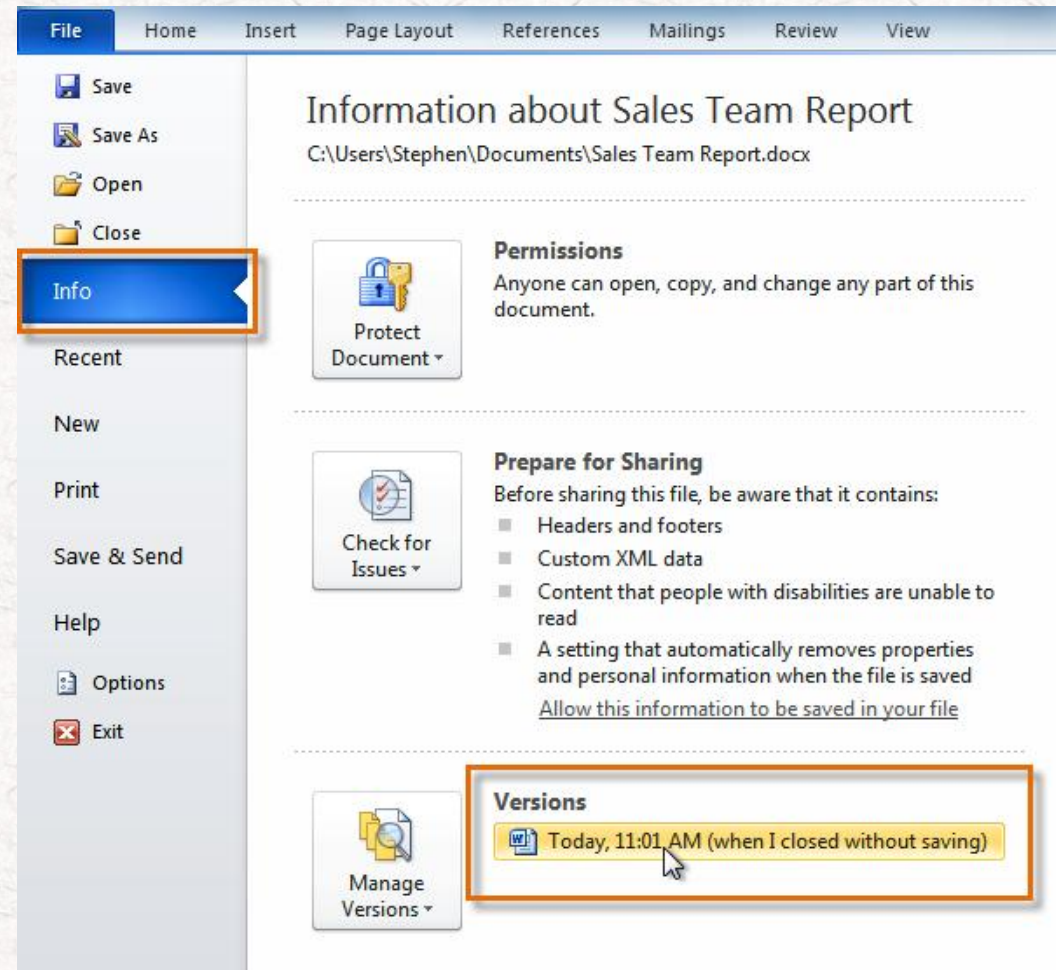






# Auto Recover

Word automatically saves your documents to a temporary folder while you're working on them







# Save as PDF

go to save as  
and select pdf  
then save file

