Saving a Document

Saving is a very important matter in creating and editing documents. It enables you to reuse the document in the future. Follow the steps below in saving the document.
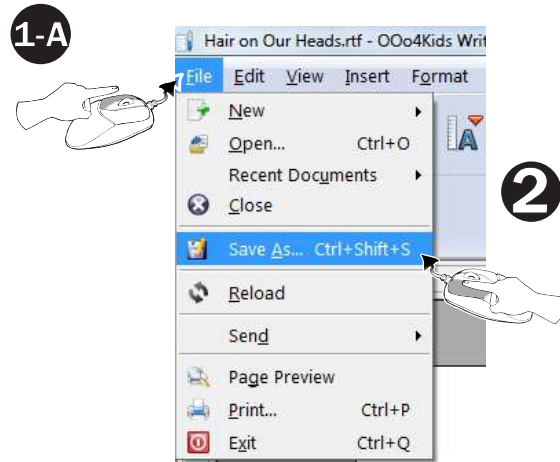
Save using the File Menu

1-A. Select and click the File menu.

2. Select and click Save As.

3. Choose the location folder where you want to save your document or activity.

4. Type the name of your file.

5. Click the Save button.

Save using the Save Button

1-B. Click the Save button from the Standard toolbar.

2. Choose the location folder where you want to save your document or activity.

3. Type the name of your file.

4. Click the Save button.