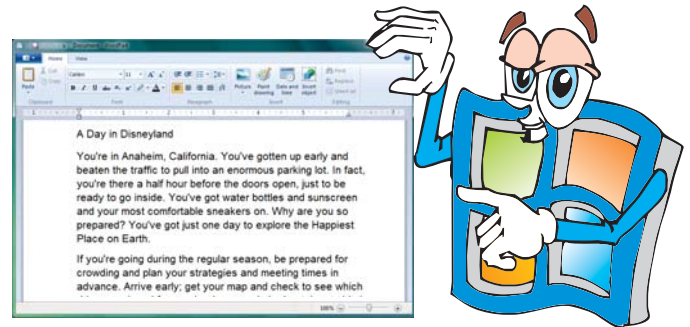


Lesson 34

You should save your document to store it for future use. This lets you retrieve later the document for



FOR KEEPS

Saving a Document




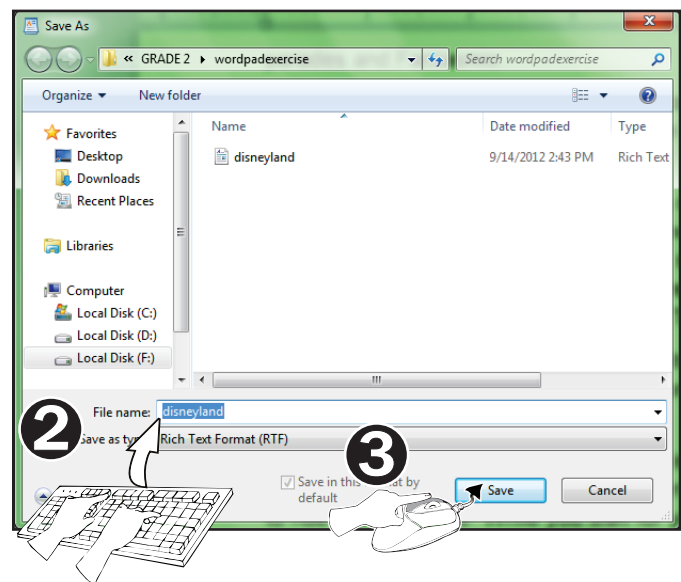
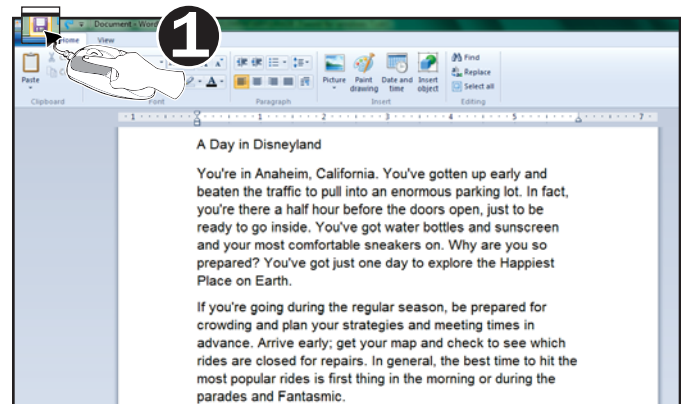
FOR WINDOWS 7 USERS:

Saving a Document

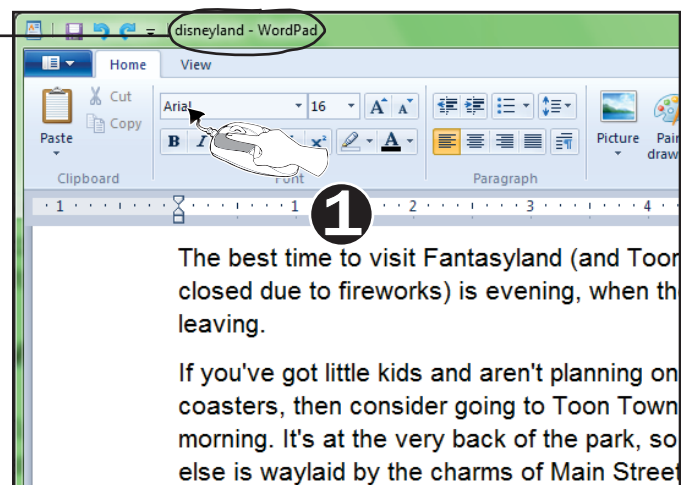
1. Move the mouse  over the Save icon  and then press the left button.

The Save As Dialog box appears.

2. Type a name for your document (example: **disneyland**).
3. Move the mouse  over **Save** and then press the left button.





WordPad saves your document and displays the name at the top of your screen.





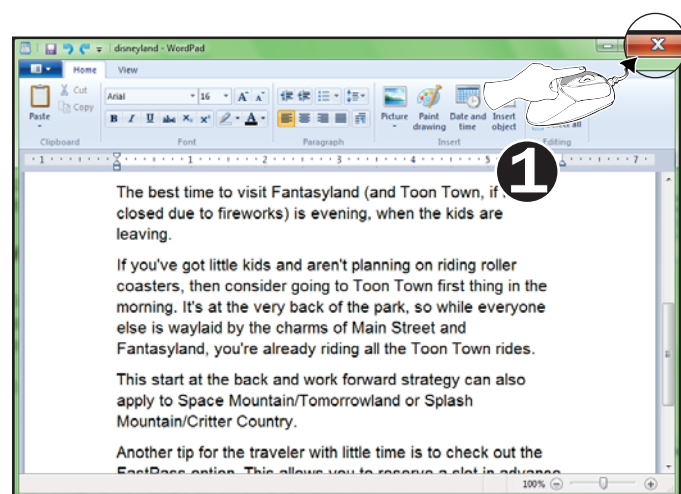
SAVING CHANGES

To avoid losing your work, you should save your document every 5 to 10 minutes.

1. To save changes, move the mouse  over  and then press the left button.



EXITING WORDPAD

1. Move the mouse  over  and then press the left button.




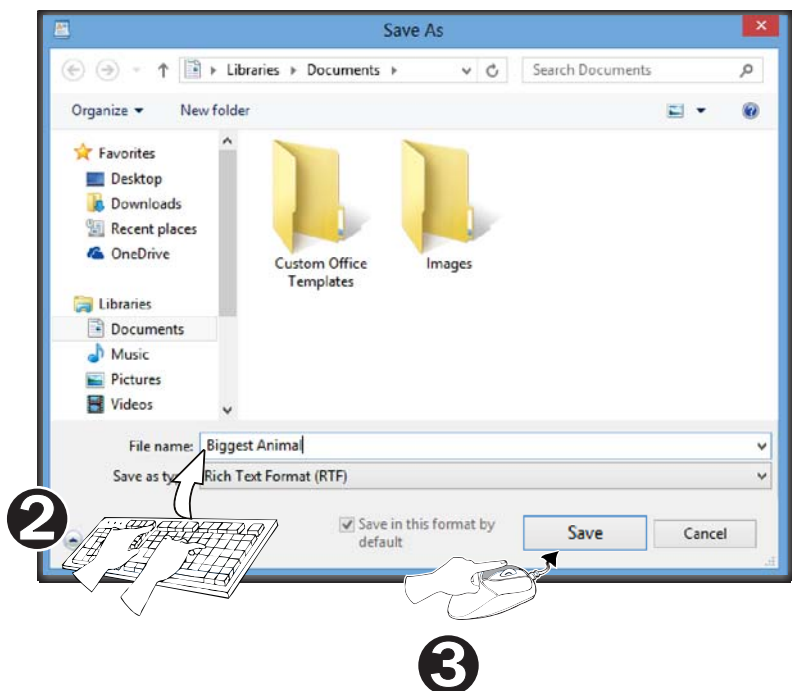
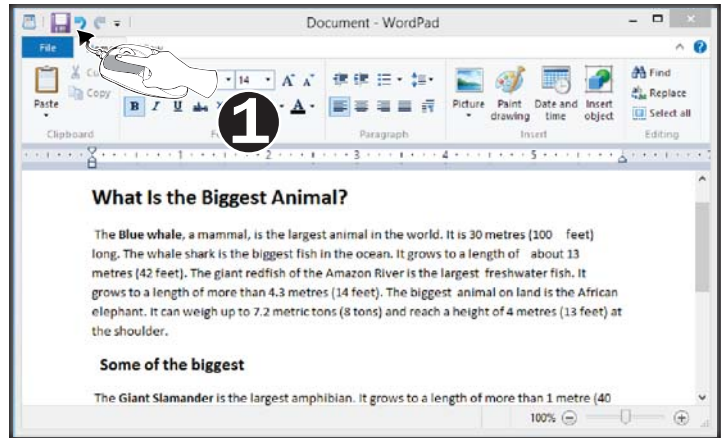
FOR WINDOWS 8 USERS:

Saving a Document

1. Move the mouse  over the Save icon  and then press the left button.

The Save As Dialog box appears.



2. Type a name for your document (example: **my letter**).
3. Move the mouse  over **Save** and then press the left button.

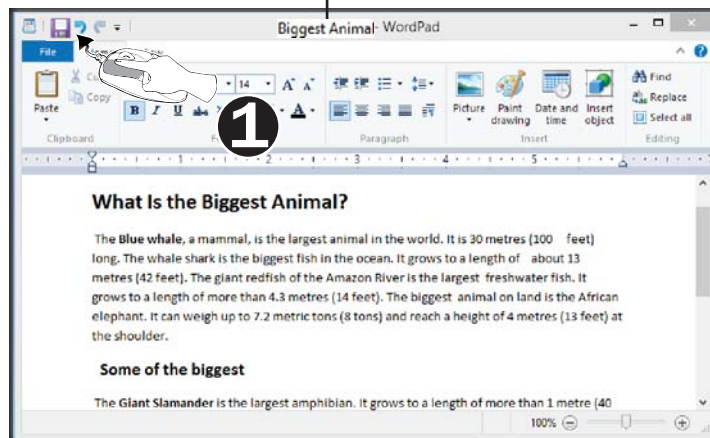


WordPad saves your document and displays the name at the top of your screen.



SAVING CHANGES

To avoid losing your work, you should save your document every 5 to 10 minutes.

1. To save changes, move the mouse  over  and then press the left button.



EXITING WORDPAD

1. Move the mouse  over  and then press the left

