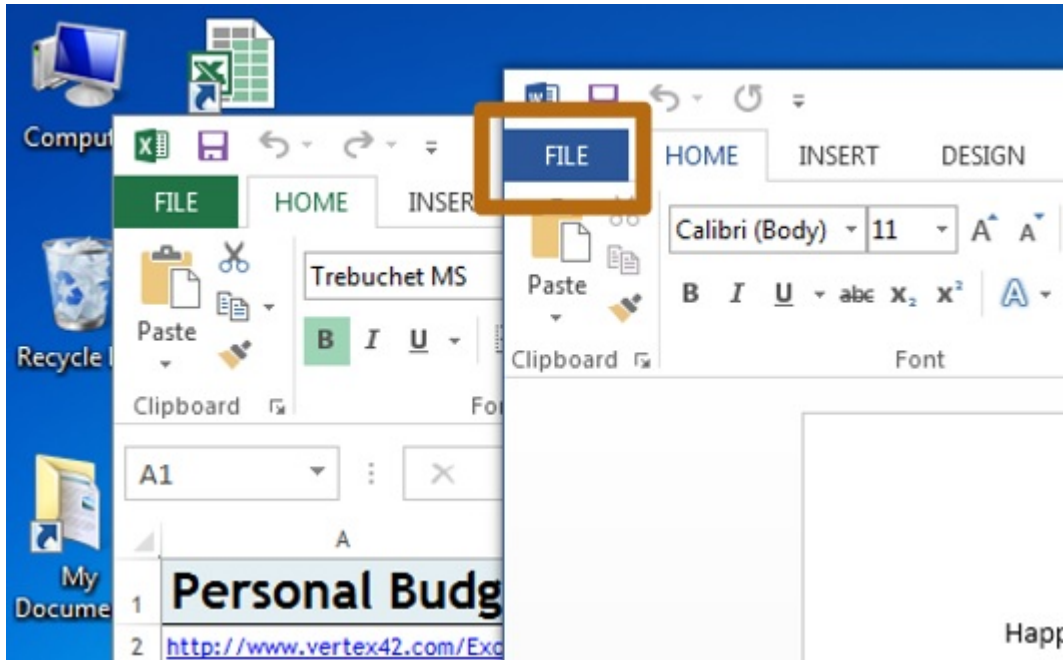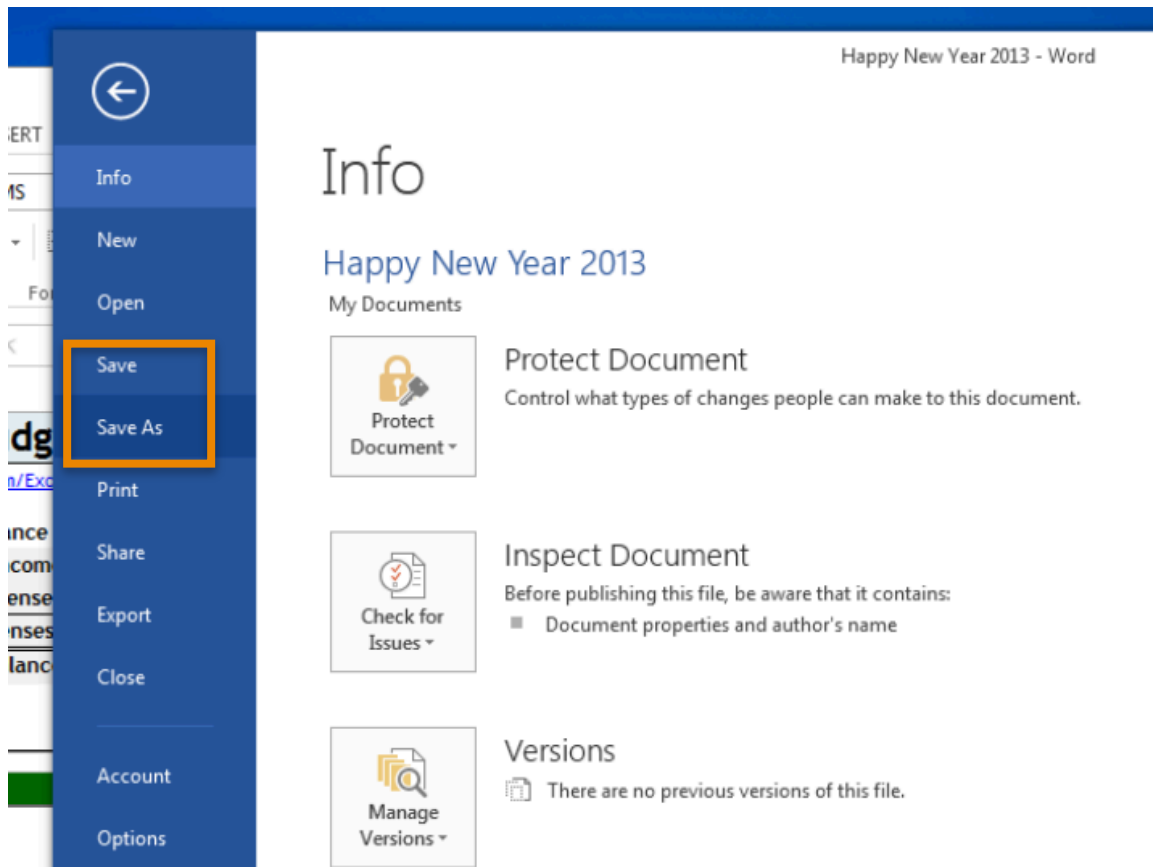## Saving and Closing

Occasionally, while you are working on a file, or before you close it, you will want to save your work.

You can do this by clicking on the file tab from the menu at the top of the application window.

The "Save" and "Save As" options will appear in the window that opens.

If you have already saved this file before, know the location where it is saved, and the name it is saved under, you can simply click the "Save" option from the menu that appears in the new window.

However, if this is the first time you are saving this file or you would like to change the name or location of the file, you will want to use the "Save As" function so you can select where the saved file is located on your computer, such as on the desktop or in a folder, and select a name for the file.

When you select "Save As" and a new window will open.


The location where the file is being saved
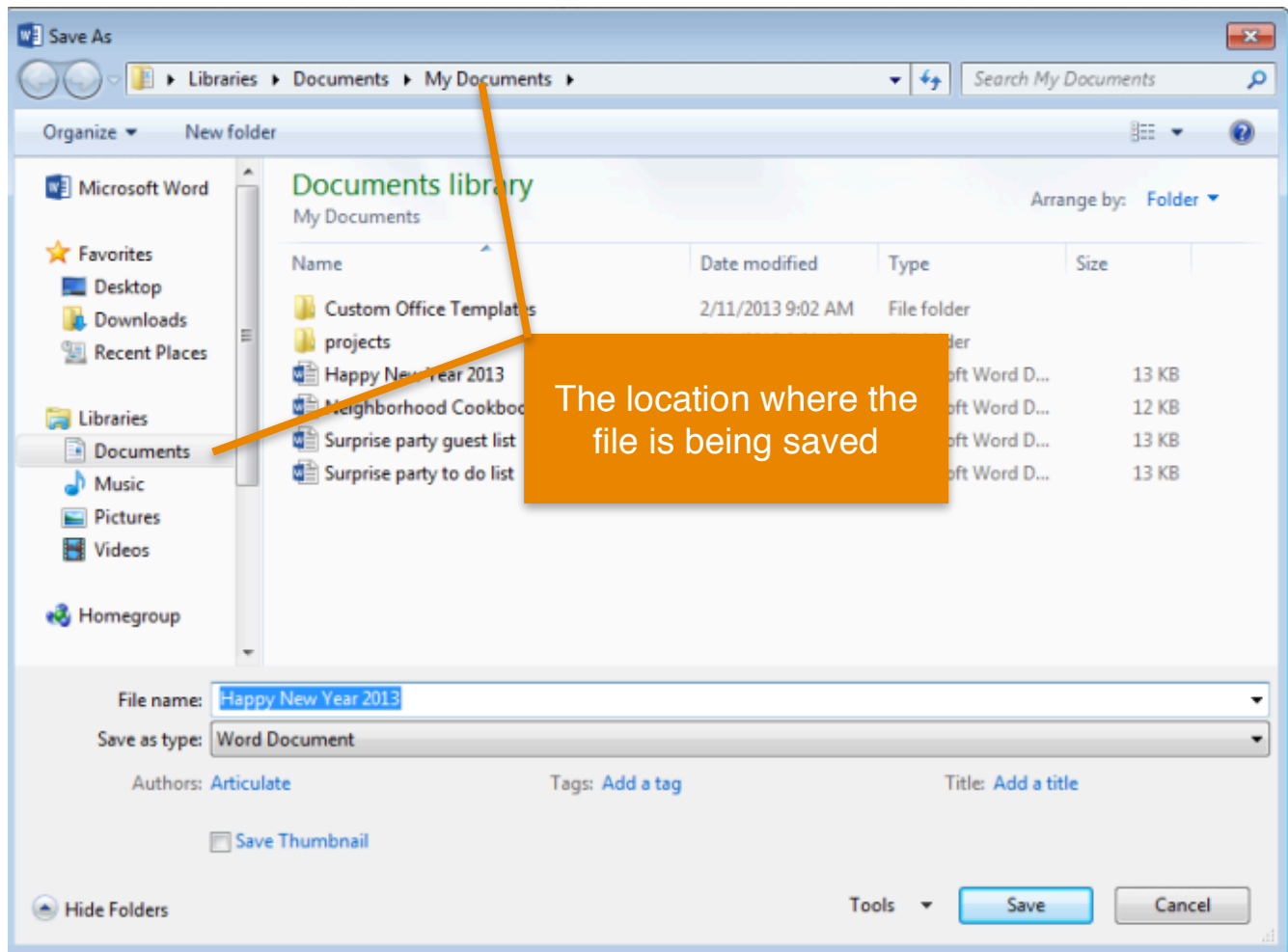
This is the "Save As" window.

Select the location where you want to save the file.

Remember to choose a location that you will remember such as on the desktop or in a specific folder.

In this example, Jane is saving this file in the documents folder, which you can see in two locations, at the top of the window and in the main section.

If you are using a public computer, there may be limits on where you can save files. Seek help from a staff person at the computer center for more information.
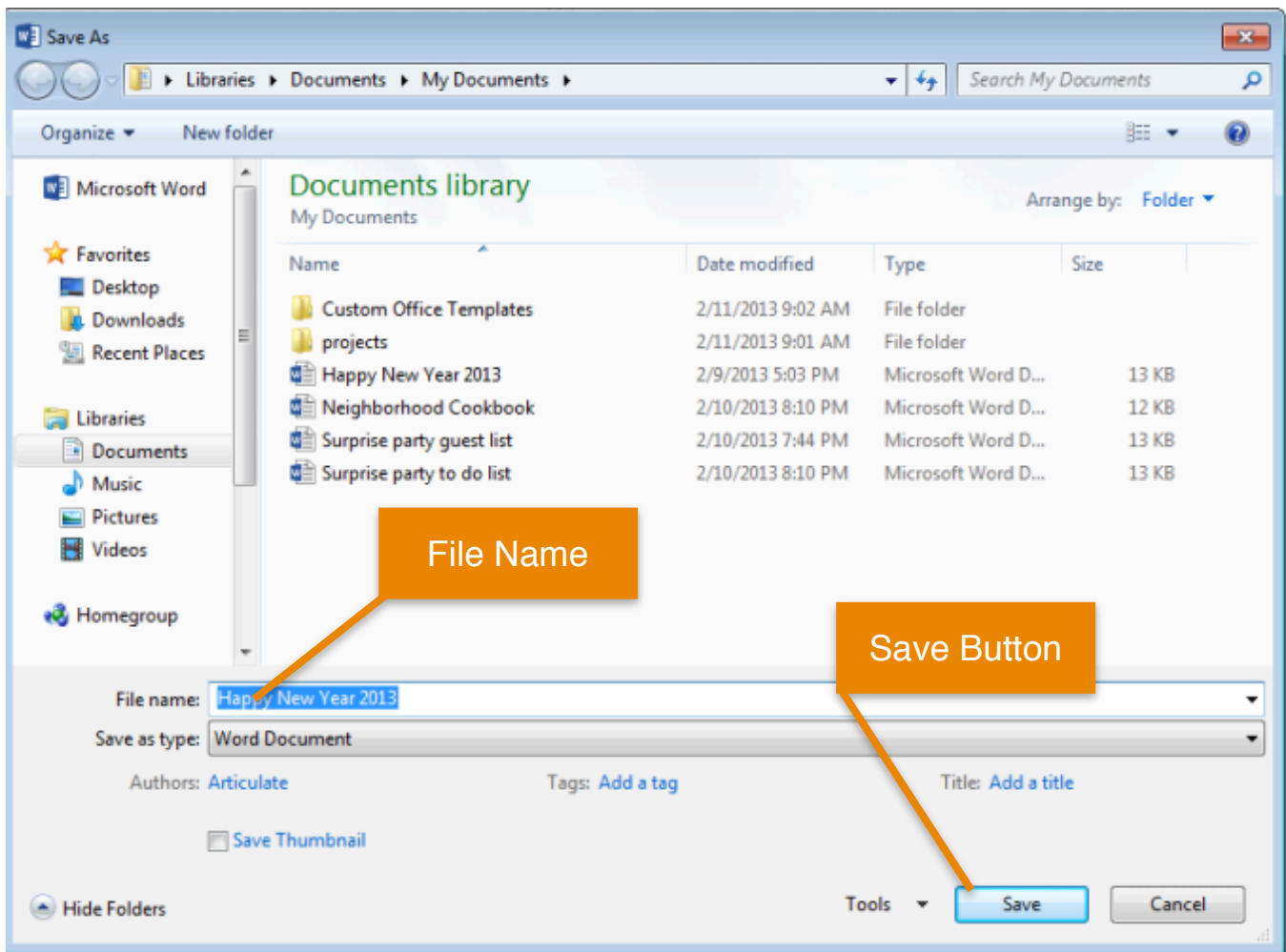
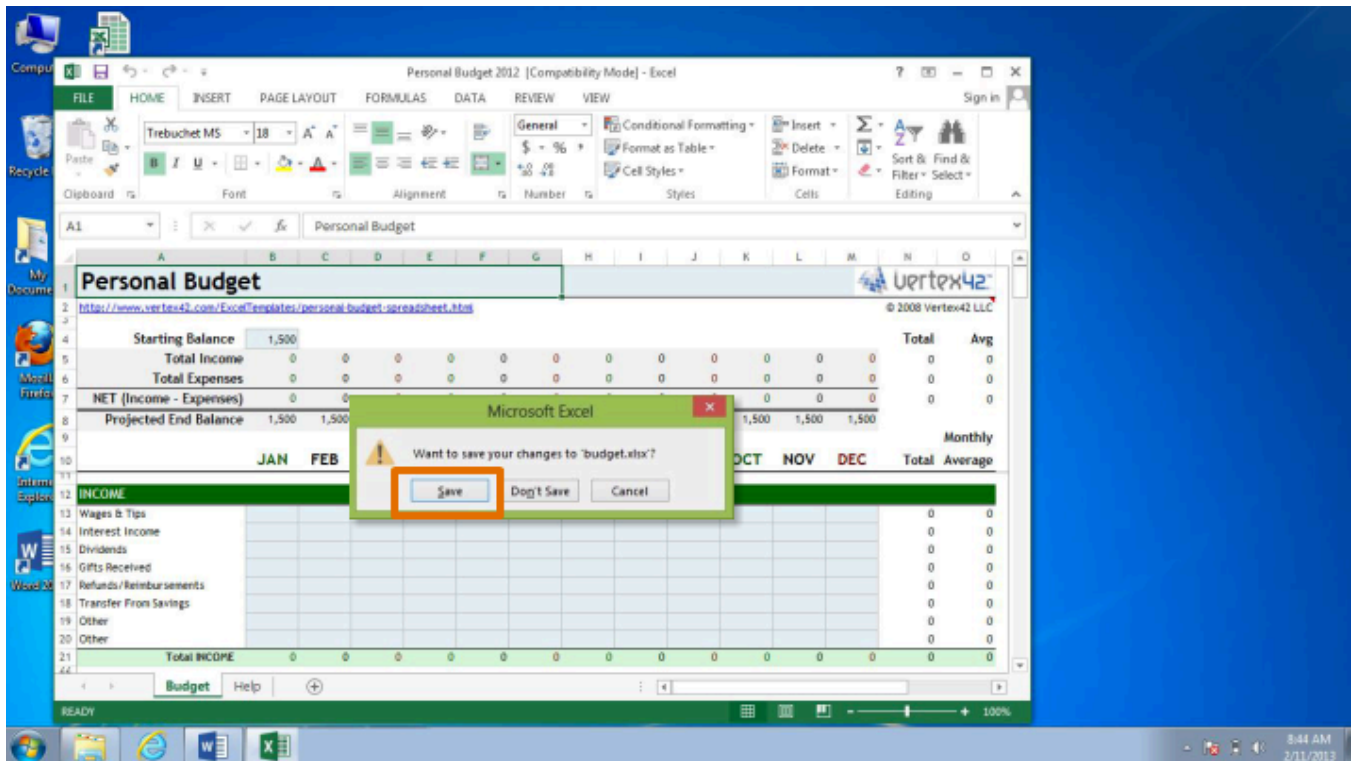Next, type the name for your file under the "File name" field.

Lastly, click the "Save" button to close the window and save your file.
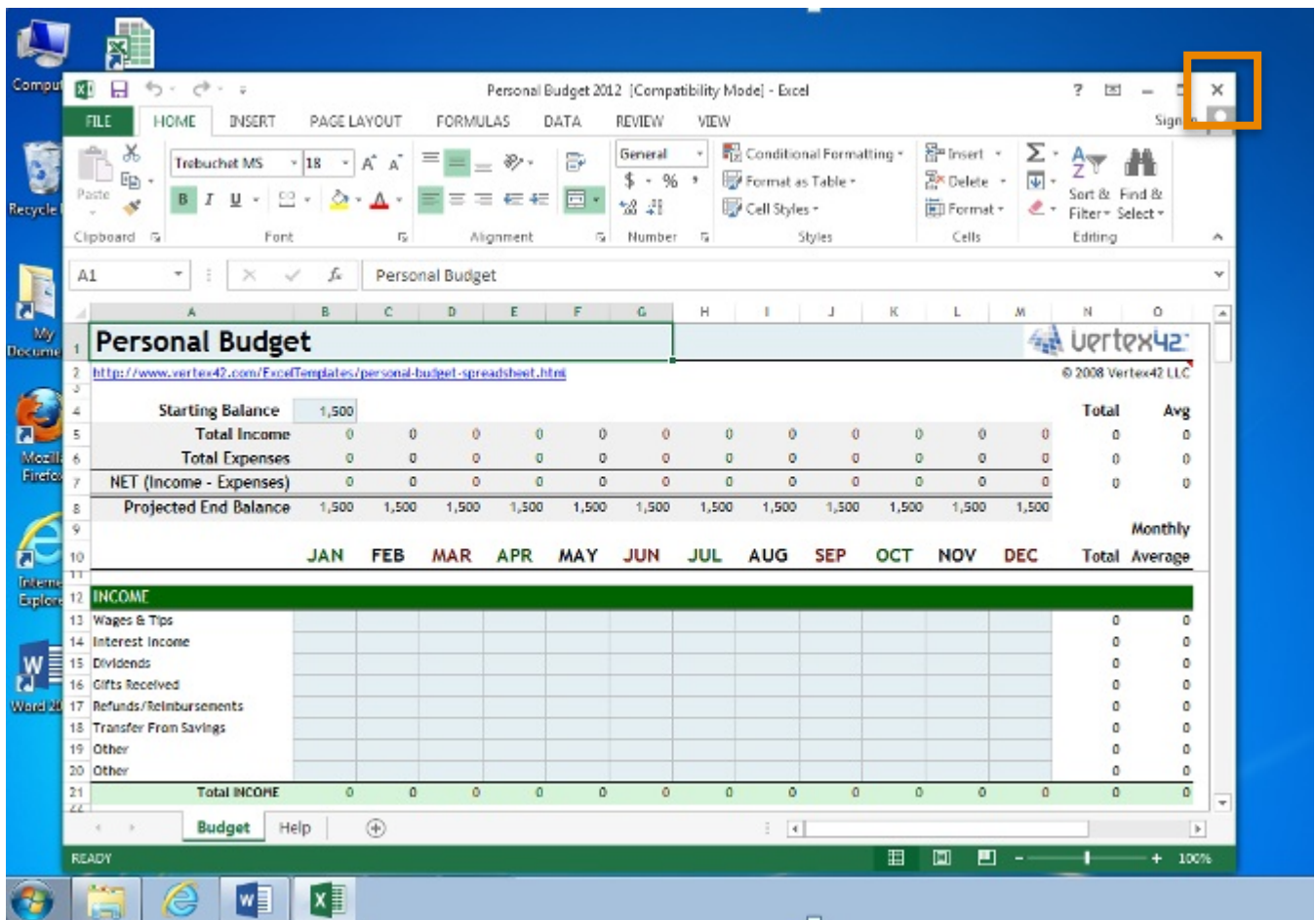
When you are done with your file and have saved it, you will then want to close it.

Click the X in the title bar to close the file.

Note that if you have made changes to your document since the last time you saved, a window will open asking you if you want to save changes.

Click the "Save" button to save and close this file.