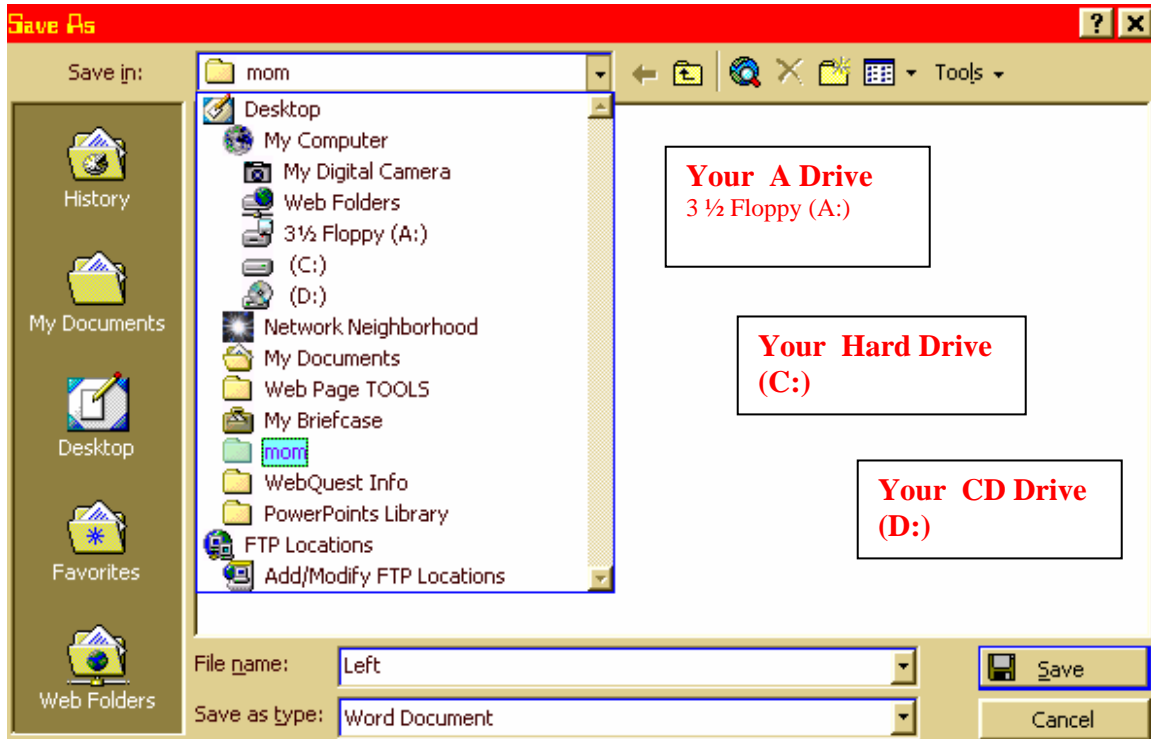


Saving in Windows

1. Left-click **File** on the main menu.
2. Click **Save As**.
3. On the dialog box that opens, make sure you select the correct location to **Save in**. Use the arrow to open the drop-down list to show more options. Left-click on the destination to select it.



4. Move your cursor to the file name box and left-click in it.
5. Type the name you have chosen for your file. (See tips for naming files)
6. Then click **Save**.

Save as type offers choices for more advanced users (Saving as an HTML document, Saving a picture as a JPEG or Bitmap, etc.)