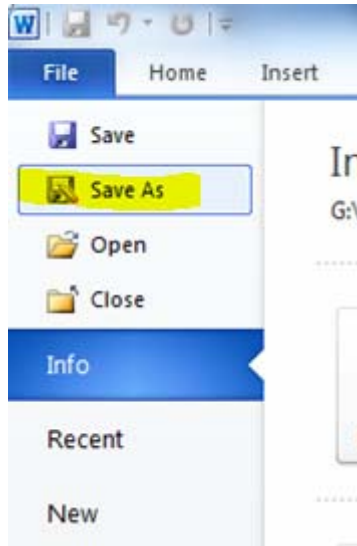




How to Save a Document Properly in Microsoft Word 2010

1. With the document open that you want to save, click on **File > Save As**.



2. In the left-hand pane, select the area you would like to save it to (i.e. Desktop, Documents, etc.).
3. Type in the file name of document that you would like.
4. Select the file type such as .doc, docx, pdf, plain text, etc.
5. Click **Save**.

