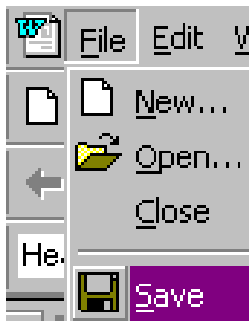




Saving your work


- It's important to save your work regularly, so that if the computer crashes, or some other mishap occurs, you don't lose it all, and have to start again!
- When starting a new document, think about **what you will call it**, and **where you will save it**, so that you can find it easily when you next need it.
- Give your work a **meaningful name** e.g. You could save letters using the name of the person & date: **maryJones 2-3-05.doc** ~ that way you will know to whom & when you sent it.
- Save it with other similar documents e.g. all letters in one folder, or if you have too many in one folder, then split them up in a logical way: **letters 2004**, **letters 2005** or by subject: **business**, **personal** etc


How to save your work

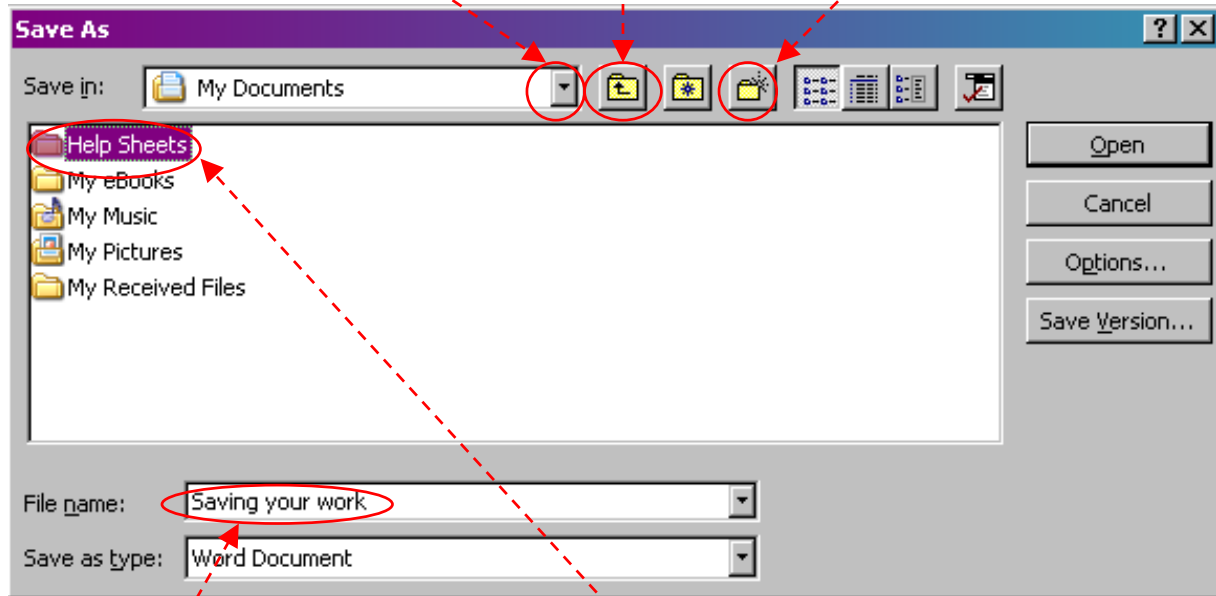


- Go to **File** >> **Save** (top left of page) or press the **Save**  icon on the toolbar.
- The first time that you save something, the **Save As** dialogue box opens.
- This is where you name your work, & decide where to save it.
- Once you have saved your work for the first time, you can simply continue to save it at intervals, by clicking on the **Save** icon 
- on the toolbar, or going to **File** >> **Save** on the menu

Use the little arrow here to access a drop down menu which will help you to find the right folder to save your work in

 You can use this button to navigate up a level in the folder hierarchy

 You can use this button to create a new folder to save your work in



I am calling this document '**Saving your work**' and the program has identified it as a word document, which will give it the **.doc** extension

I am going to save this document in the **Help Sheets** folder, which can be found inside the **My Documents** folder on my computer

Hot Tip! ~ If you forget to set up a folder to save your work in, Then you will most likely find it in the **My Documents** folder ~ as long as you remembered to save it!!

Remember...

- Give your work a **meaningful name**
- Save it in a **folder** so that you will know where to find it
- **Save often**, and save yourself time & trouble!