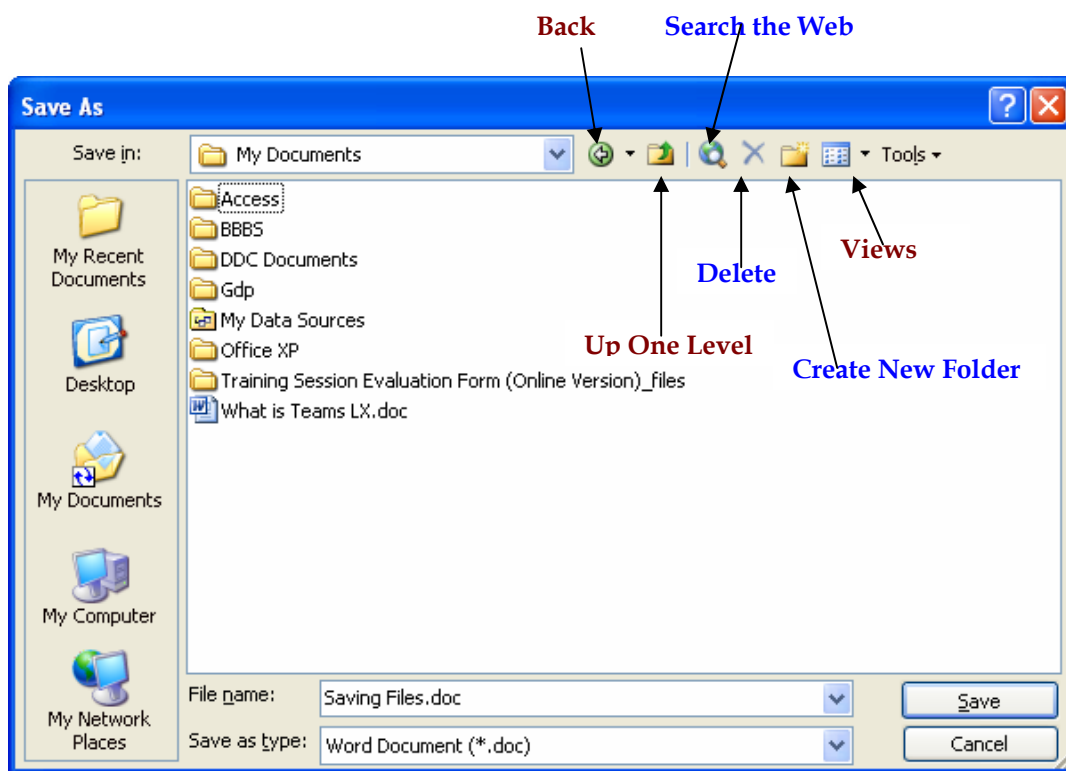


SAVING FILES

It is important to save files frequently so that information is not lost during an unexpected power outage. The first time a file is saved a name needs to be specified. After the file is initially saved, Office will save the file with the same name in the same folder that was specified earlier. If a file name or folder needs to be changed, the Save As command will have to be used.

The **Save** command saves a file with the same name and location as previously specified. The **Save As** command creates a copy of the current file with a different name, location, or type.

- † To save a file, use one of the following methods:
 - ✦ Click the **Save** button on the Standard toolbar
 - ✦ Click **File** on the Menu Bar and select **Save**.
 - ✦ Click **Ctrl + S**.
- † The **SaveAs** window will open (see illustration below).



Saving a File for the First Time:

- † Do one of the following:
 - ✦ Click the **Save** button on the **Standard** toolbar.
 - ✦ Click **File** on the **Menu Bar** and click **Save**.
- † The **SaveAs** dialog box will appear.
- † If necessary,
 - ✦ Click the **Save In** drop-down arrow.
 - ✦ Click the drive where the file is to be saved.
- † Double-click the folder where the file is to be stored.
- † Type a name for the file in the **File Name** box. (See the link titled Naming Files for the criteria for naming files in Office 2003.)
- † Click the **Save** button.

Saving a File in a New Folder

- † Click **File** on the **Menu Bar**.
- † Click **Save As** from the list of choices.
- † Click the **Save In** drop-down arrow.
- † Select the drive or folder where the document is to be stored.
 - ✦ Click the **New Folder** button on the **Save As** dialog box toolbar to create a new folder for the document.
 - ✦ A folder will appear with **New Folder** highlighted.
 - ✦ Without removing the **New Folder** information, input a name for the folder, such as **Proposals**.
 - ✦ Click **OK**.
- † Click the **Save** button.

Saving a File with a Different Name

- † Click **File** on the **Menu Bar**.
- † Click **Save As** in the list of choices.
- † Click the **Save In** drop-down arrow.
- † Click the drive or folder in which the document is to be stored.
- † Type a new name for the file into the **File Name** box.
- † Click the **Save** button.

Saving a File as a Different Type

- † Click **File** on the **Menu Bar**.
- † Click **Save As** from the list of choices.
- † Click the arrow beside the **Save as Type** box.
 - ✦ A list of file type options will appear.
 - ✦ Choose the appropriate file type.
- † Click the **Save** button.

Saving a File as a Web Page:

- † Choose **File** from the **Menu Bar**.
- † Choose **Save As Web Page** from the list of options.
- † Click the **Change Title** button to create a title for the page.
- † Click **Publish** in all programs except **Word**.
- † Make sure that the file has been saved in the program where it was created before Publishing it to the Web.
- † Make sure the correct contents are shown in the **Choose** list box.
- † In the **File Name** box, type the name of the drive, folder, and Web server for the FTP site where the page is to be published.
- † Click the **Browse** button to look for a file.
- † Click **Save**.
- † For more information on working with Web pages in Microsoft Office, see the links for the respective programs.