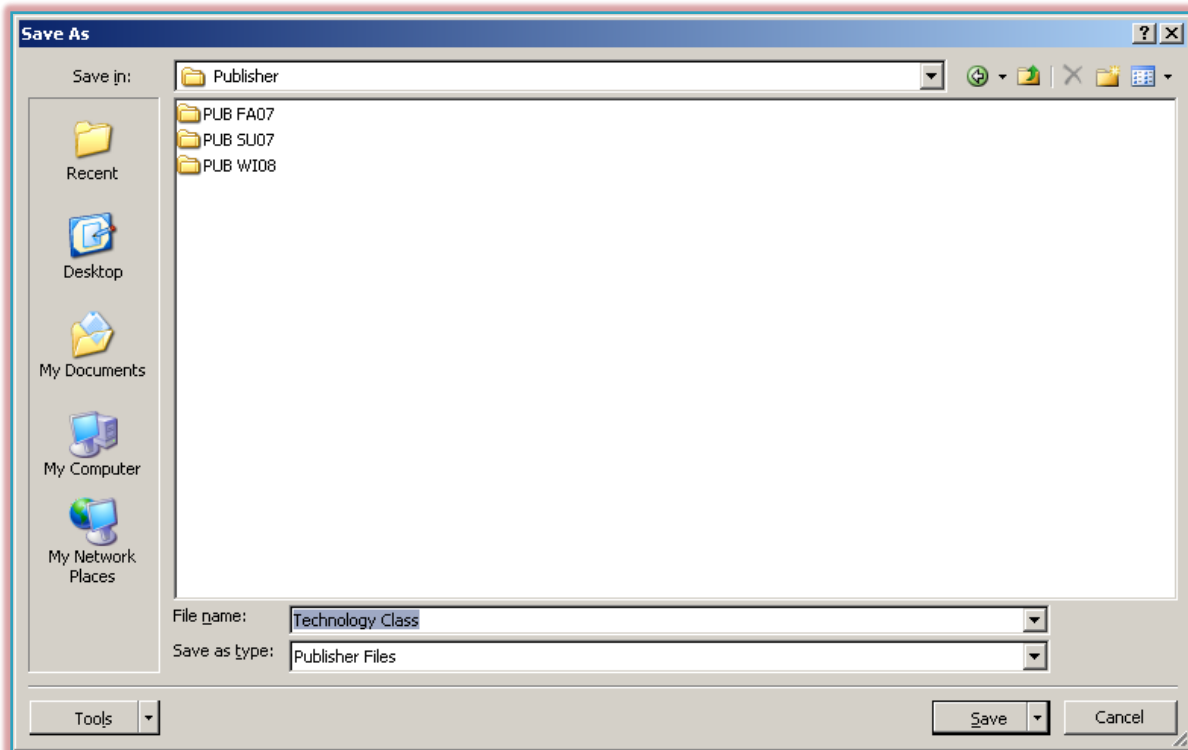


## SAVING A PUBLICATION

Saving a publication is a necessity. “Save it or lose it” should be your motto when working in any computer application. Publisher provides a unique feature that provides a prompt saying that a file should be saved. When the dialog box appears, click the **Yes** button to save the file.

### Saving the Publication

- ❖ Click **File** on the **Menu Bar**.
- ❖ Click **Save** or **Save As** from the list of choices.
- ❖ The **Save As** dialog box will display (see illustration below).



- ❖ Click the **Save In** drop-down arrow, if the files are to be saved in a different location than **My Documents**.
- ❖ Select the location where the file is to be stored.
- ❖ Type the name that is to be used for the file in the **File Name** box.
- ❖ If necessary, click the **Save As Type** drop-down arrow. The default for this program is **Publisher Files**.
- ❖ Select the type of file to be saved.
- ❖ Click **Save**.

### Using AutoSave

- ❖ Click **Tools** on the **Menu Bar**.
- ❖ Click **Options** from the list of choices.
- ❖ Click the **Save** tab.
- ❖ Click the check box beside **Save Auto Recover Info Every \_\_\_ Minutes** to place a check mark in the box.
- ❖ In the minutes box, click the spinner arrow to specify the number of minutes.
  - This turns the option on.
  - To turn the option off, click the check box to remove the check mark.
- ❖ Click the **OK** button to select all the options.