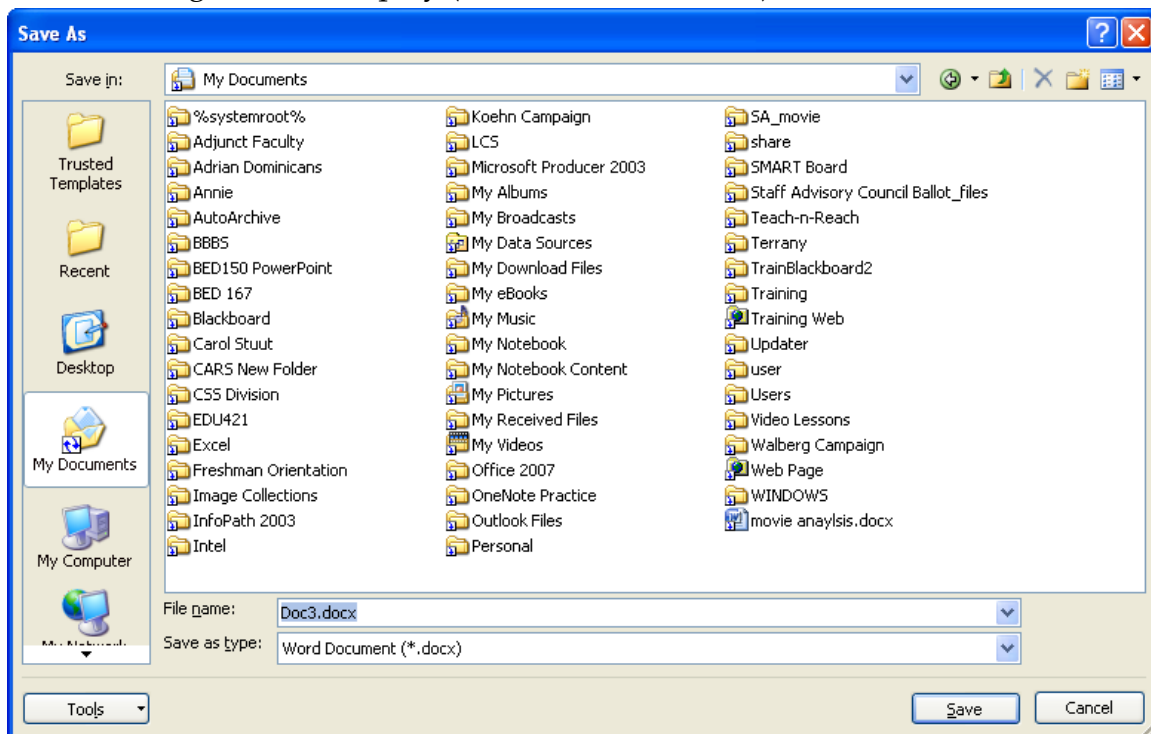


SAVING DOCUMENTS

Two features within the Word 2007 program can be used to save documents. The Save feature when accessed the first time, opens the Save As dialog box. When this button is clicked the second time, the current version of the document replaces the older version. The Save As feature always opens the Save As dialog box. When the Save As feature is used, it is possible to change the name of a document or to save the document to a different folder.

- ✦ Click the **Office Button**.
- ✦ Click the **Save** or **Save As** link.
- ✦ The **Save As** dialog box will display (see illustration below).



- ✦ In the **File Name** box, input a name for the document.
 - ⊗ The name should be something that explains what the document is about.
 - ⊗ It is not a good idea to save the document with the default name of doc_.
- ✦ The default **Save as type** is **Word Document** in **.docx** format.
 - ⊗ To change the default **Save as type**, click the list arrow and choose from the list.
 - ⊗ Remember, that documents saved as **.docx** files cannot be opened in older versions of Word.
 - ⊗ The document has to be saved in the **.doc (Office 97-2003)** format when the document has to be read in an older version of Word.
- ✦ Click the **Save In** list arrow to choose a location for saving the document.
 - ⊗ The default location is **My Documents**.
 - ⊗ Other locations can be specified by selecting a location from the **Save In** list.

NOTE: After a document has been saved the first time, clicking the **Save** link under the **Office Button** will automatically replace the previous version of the document.

NOTE: The **Save** button on the **Quick Access Toolbar** can also be used to save a document. The first time the button is clicked, the Save As dialog box will appear. After the document has been saved the first time, clicking the Save button will replace the older version of the document.