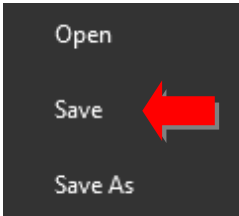


### Save a Workbook

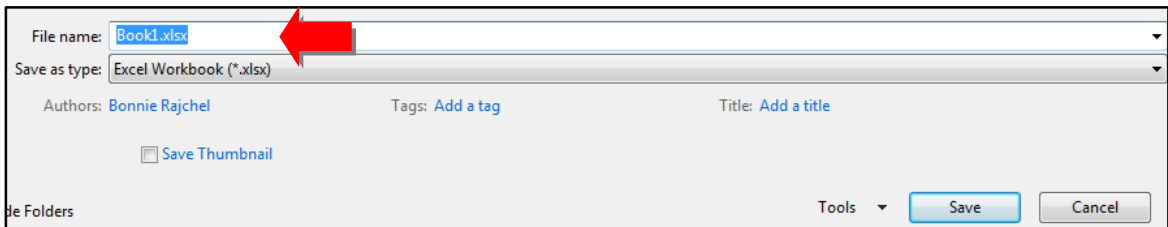
1. Select **File**.



2. Select **Save**.



3. If the document has been saved before, it will automatically save. If it is a new document, the **Save As** page displays.
4. Select the location where you want to save the file and the **Save As** box displays.
5. Enter a name for the document in **File name**.



6. Select **Save**.

