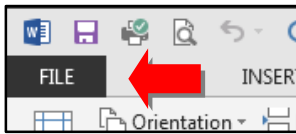
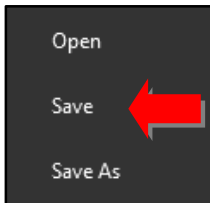


### Save a Document

1. Select **File**.



2. Select **Save**.



3. If the document has been saved before, it will automatically save. If it is a new document, select **Computer** and the **Save As** box opens.
4. Enter a name for the document in **File name**.



5. Select **Save**.

