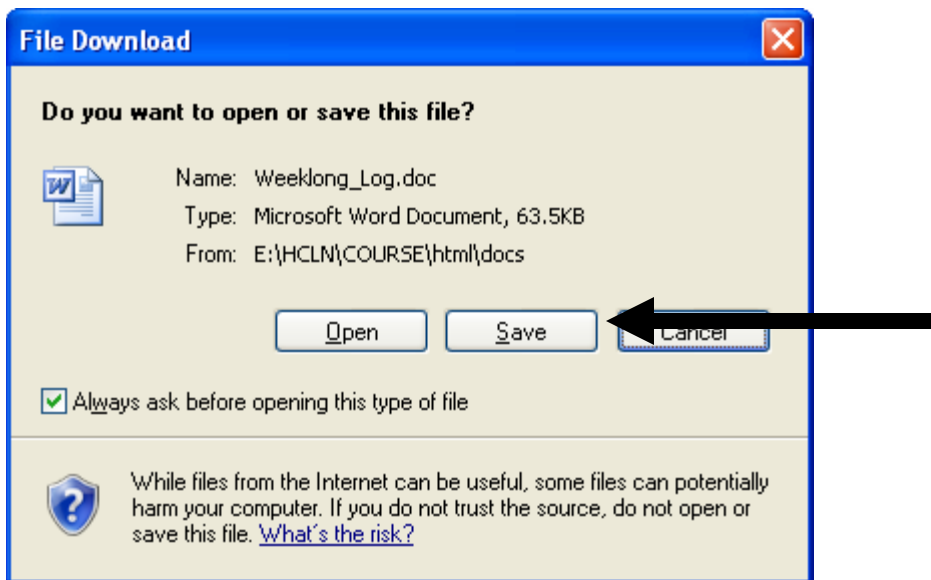
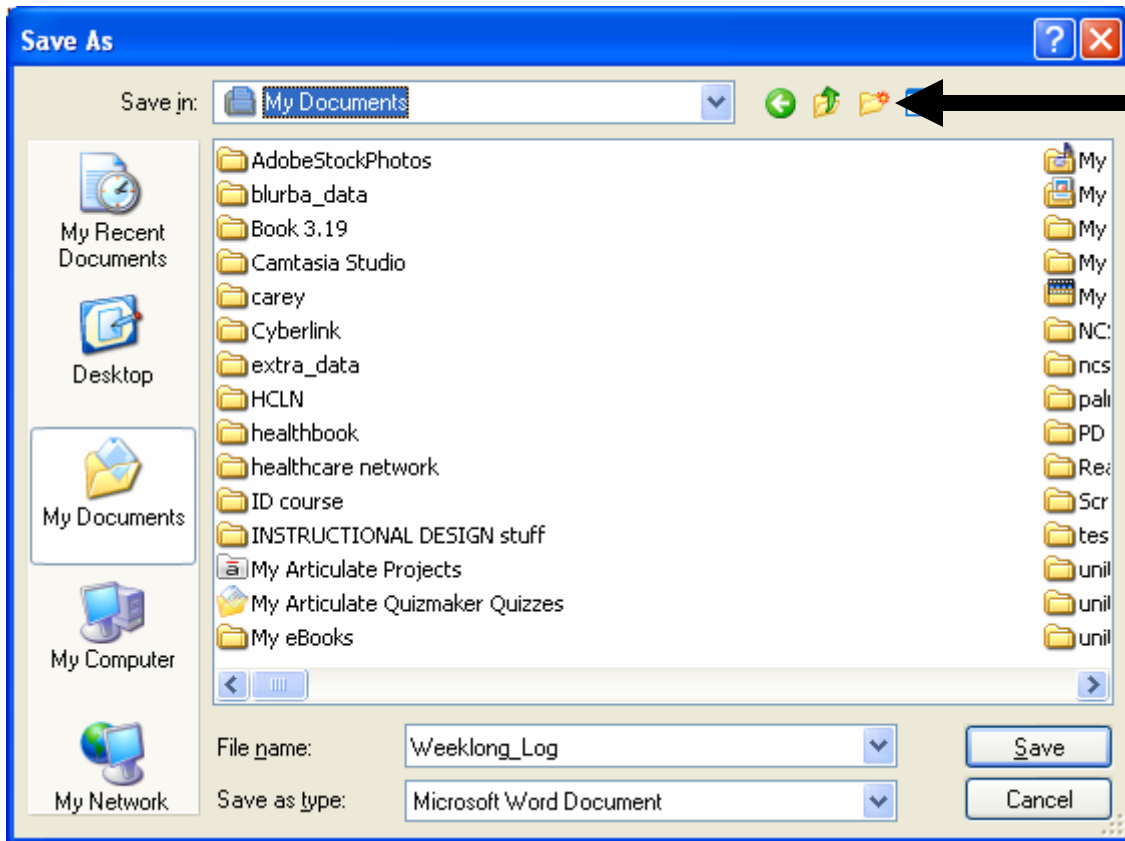


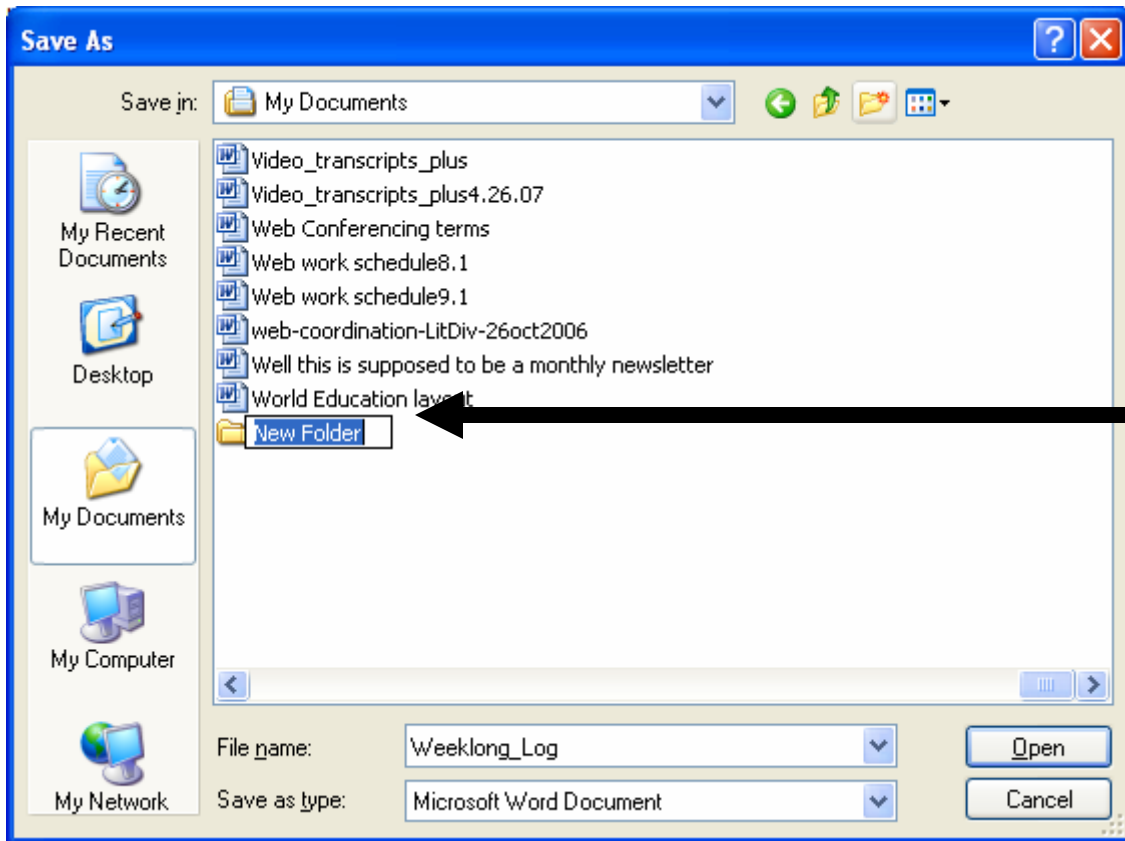
## Saving a Document



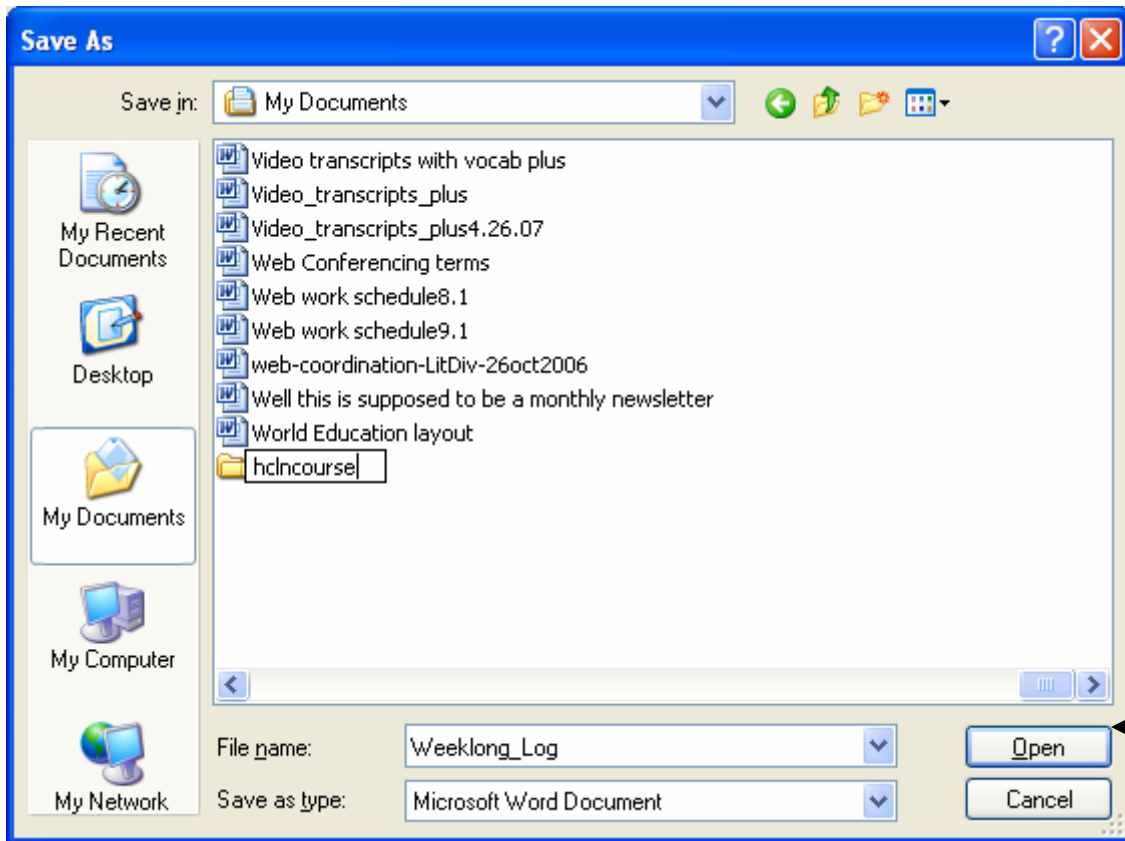
1. When you click to download a document, usually a box like the one above appears.
  2. **Click Open** if you just want to open and read it.
  3. If you want to save the document on your computer then click, **Save**. Read more on the next page.
- (**Note:** You can also use these instructions if you typed in the document and you want to save it before you attach it. To do this look at the top left corner of Word, click **File** and then **Save As**. The rest of the instructions will be basically the same.)



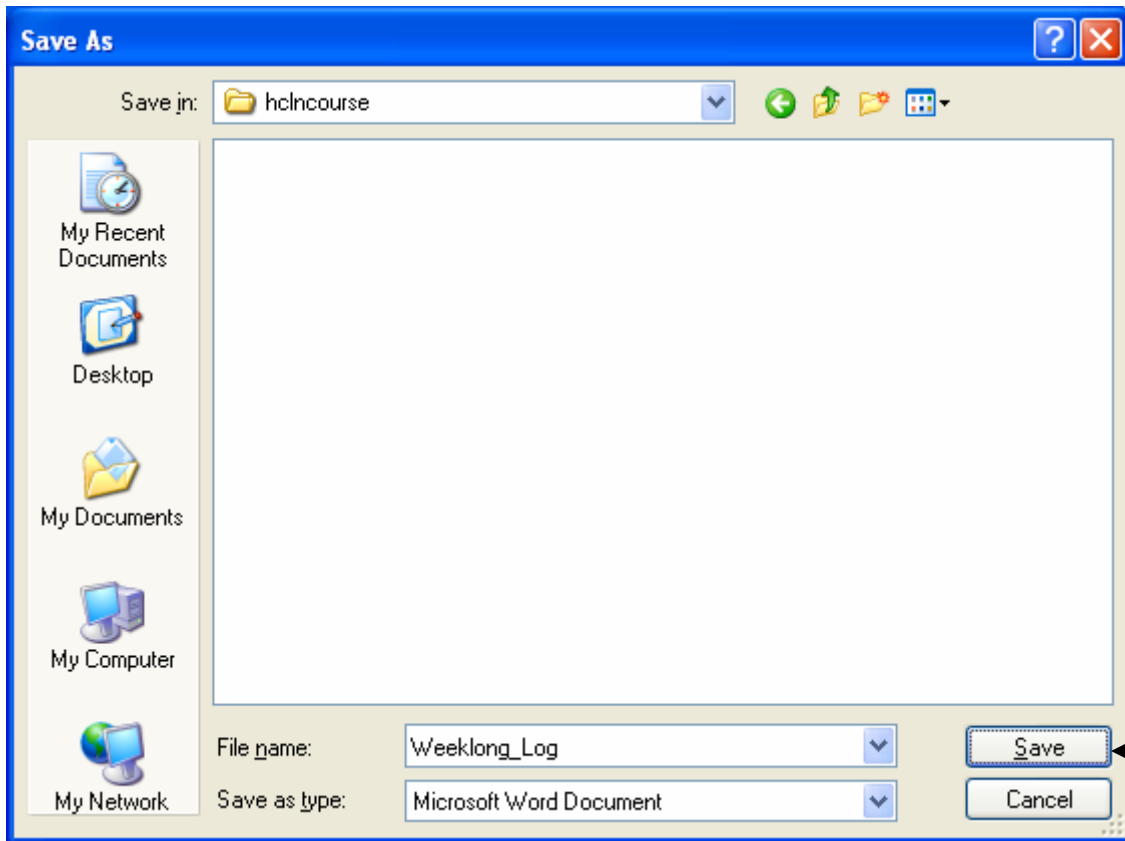
4. You will be asked to save the document in a folder, for example, My Documents.
5. You can create your own folder by clicking on the little folder. (See arrow.)



6. Click and give the new folder a name you will remember.



7. **Click open** to open the folder where you will save your document. (Don't forget where you saved it!)



8. **Click Save** to save the document in your new folder.

9. If you are downloading from the Internet, you will see the following box. If you want to read the document after you saved it on your computer then **click Open**. If you are finished **click Close**.

10. **Remember:** if you need to attach this document to an email, you will need to make sure you know the folder(s) you saved it in.

