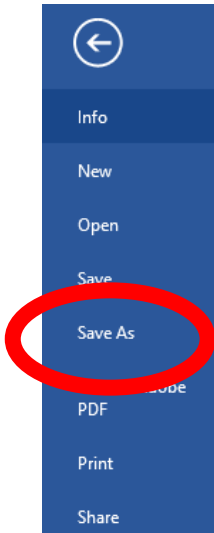
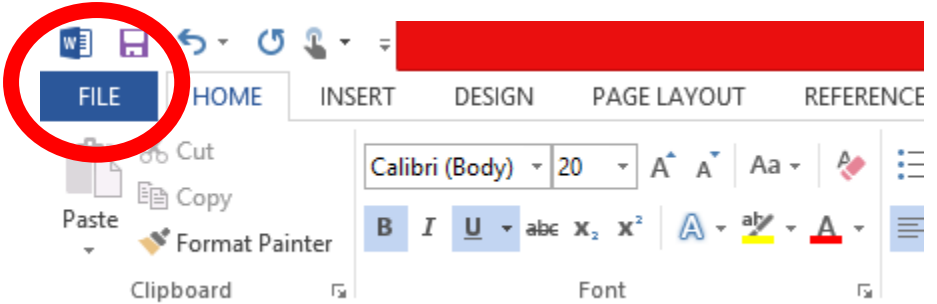


Computer Basics

Saving a File for the First Time

- Click the File tab at the top of the screen.



- Click Save As from the blue bar on the left.

-Select the location in which you would like to save your work. If I want to save it to the Network, I click Desktop, and then on the left, I choose my Network, (H) Drive.

Save As

OneDrive

Other Web Locations

Computer

+ Add a Place

Computer

Current Folder

Tech Fair Materials
\\esp01 » staffprofiles\$ » karkru » Desktop » Tech Fair Materials

Recent Folders

Tech Fair Materials
\\esp01 » staffprofiles\$ » karkru » Desktop » Tech Fair Materials

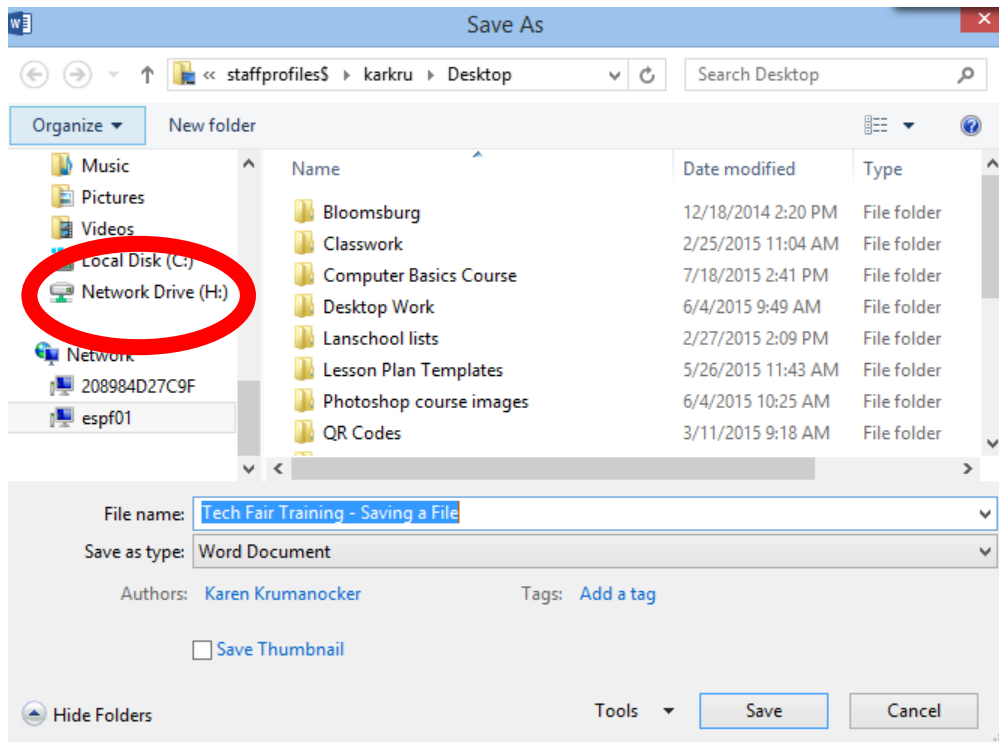
My Videos
\\esp01 » staffprofiles\$ » karkru » Documents » My Videos

Computer Basics Course
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Desktop Work
\\esp01 » staffprofiles\$ » karkru » Desktop » Desktop Work

Desktop
\\esp01 » staffprofiles\$ » karkru » Desktop

Browse



Saving an Updated File

- Resaving a file that you have updated is very easy.
- While the file is open on your desktop, click the floppy disk above the File tab.
- The file will then automatically be saved over your initial file.
- If you wish to keep the initial file, follow the steps of saving a file for the first time, but give your file a different name.

