



Save a file...¹

<https://www.youtube.com/watch?v=Az-i8sZHwcE>

While you are working in a file, you should save it frequently to avoid losing data unexpectedly due to a power failure or other problem. The Save As window has three main purposes: 1) It lets you choose another location to save a file; 2) It lets you name the file; 3) It allows you to change the 'Save as type'. In the Save As window, you may choose just one of these purposes or a variety of these purposes, depending on your needs.

1. In Office, click the File tab (or in Office 2007, click the Office button) and then click on Save. All work since previous Save will additionally save. If the file has never been saved previously, the 'Save as' window will open. See 3 below. The keyboard shortcut for saving is CTRL+S.
2. If the program you're using doesn't have a File menu or you can't find the Save command, you might need to check the information that came with that program.
3. If you are working in a new file and this is the first time you are saving it, click Save As to open the window. In Windows 10, click on Browse.
 - 1) At the top of the window is an address bar indicating where the file will be saved. If you wish to choose another location to save your file, select a location in the Favorites Links pane and navigate to a different place to save. (In Windows 10, click on Browse.)
 - 2) After selecting the location for your file, type a name for the file in the File Name box, and then click Save.
 - 3) If you wish to save your file as a different file type, click the 'Save as type' drop-down list to select a file type.

To choose where to save a file

By default, most programs save a file in a logical location, which is any other place on the computer that is capable of storing files of its type (for example, picture files are usually saved in the Pictures folder). If you prefer, you can specify a different location in which to save the file – such as your subject folder used for class.

1. In Office, click the File tab, and then click Save As. (In Office 2007, click the Office button and then click 'Save As.) In Windows 10, click on Browse.
2. Select a location in the address bar. (In Office 2007, click Browse Folders to display the Navigation pane, area on left of folder window.)
3. Do one of the following:
 - In the Navigation pane, click the folder that you want to save the file to.
 - In the Favorite Links pane, click on a location you want to save the file to.
 - In the Address bar, click an arrow next to a folder name, and then click the folder you want to save to.
 - In the Address bar, type the full path, which is the sequence of folders (directories) that leads to a specific file or folder. You are selecting the folder you want to save to (for example on your USB disk, it might be E:\Windows\Unit A or E:\Excel Chapter 1).

¹ Microsoft Windows

4. In the File name box, type a name for the file, and then click Save.