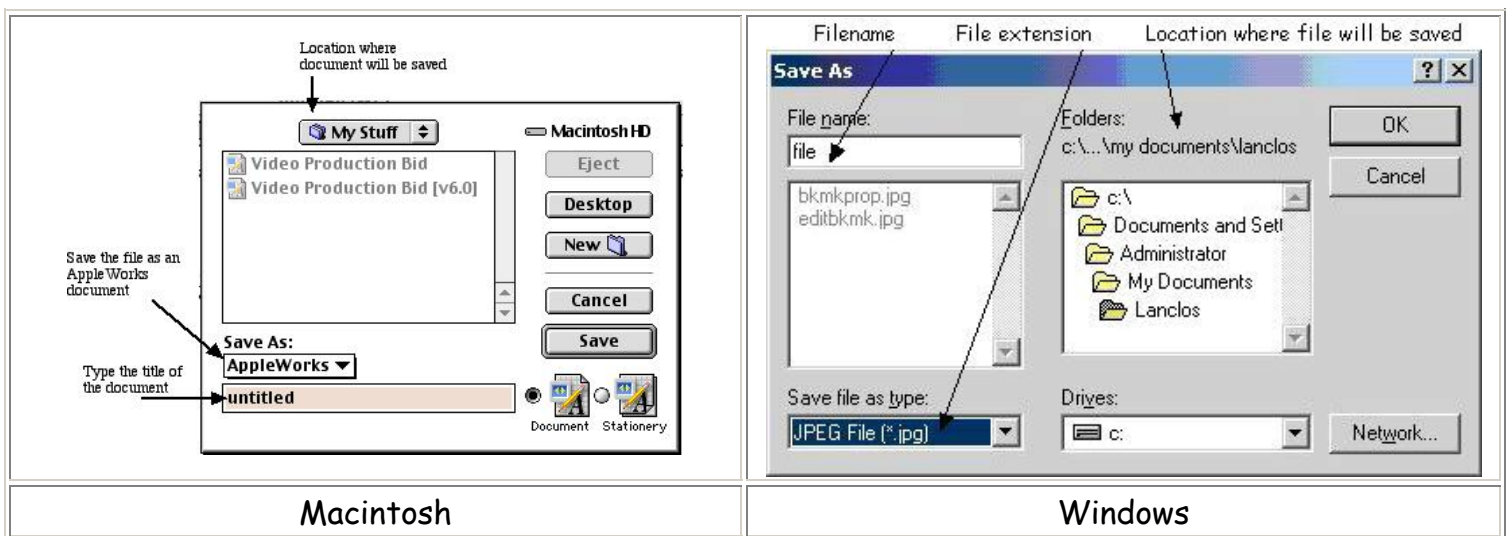


Saving Your Documents

To save a document the first time:

- Go to File and select Save or Save as... (It does not matter which you choose.)
- The Save dialog box will appear:
- Type in a title for your document
- Make sure the location where document will be saved is where you want to save your document. If it isn't, click on Desktop and then choose the location path before saving



Once the document has been saved, just select Save (Macintosh - command S; Windows - control S) when changes are made to the document. If you want to change the name of the document or its location, select Save As... in order to see the dialog box.

Retrieving Your Document

To locate or retrieve your document, open the program for the document. Go to *File* and select *Open*. Follow the path in the dialog box to where you saved the document.