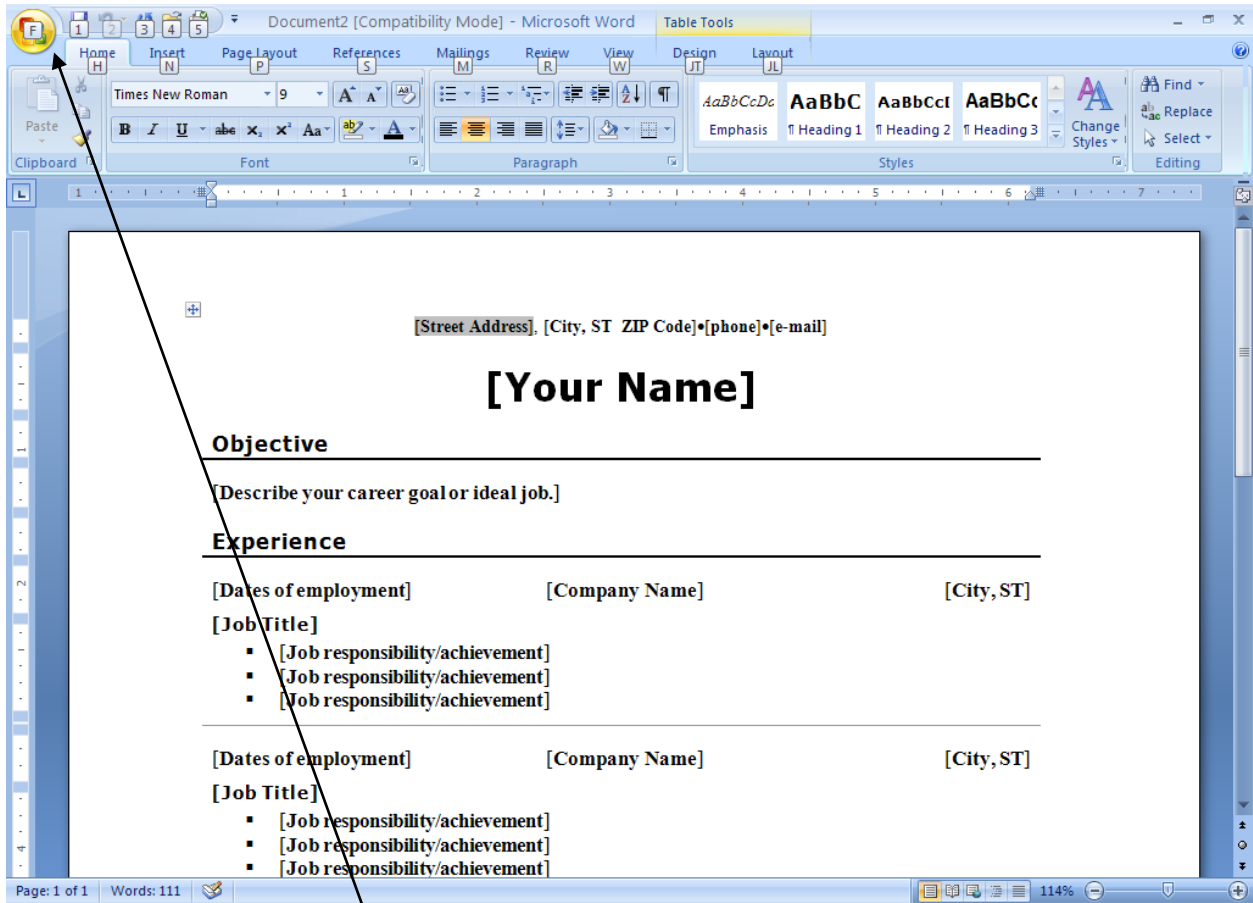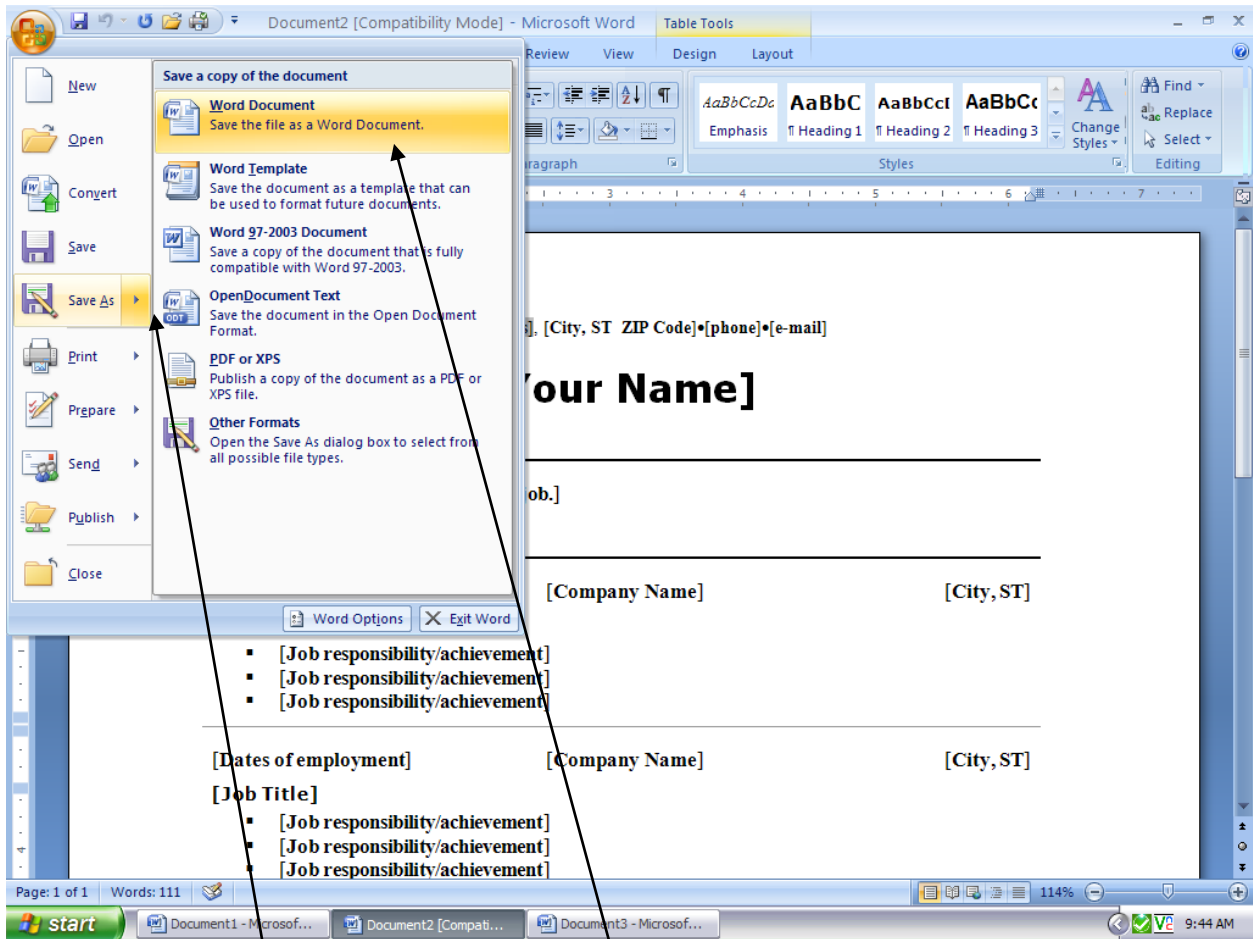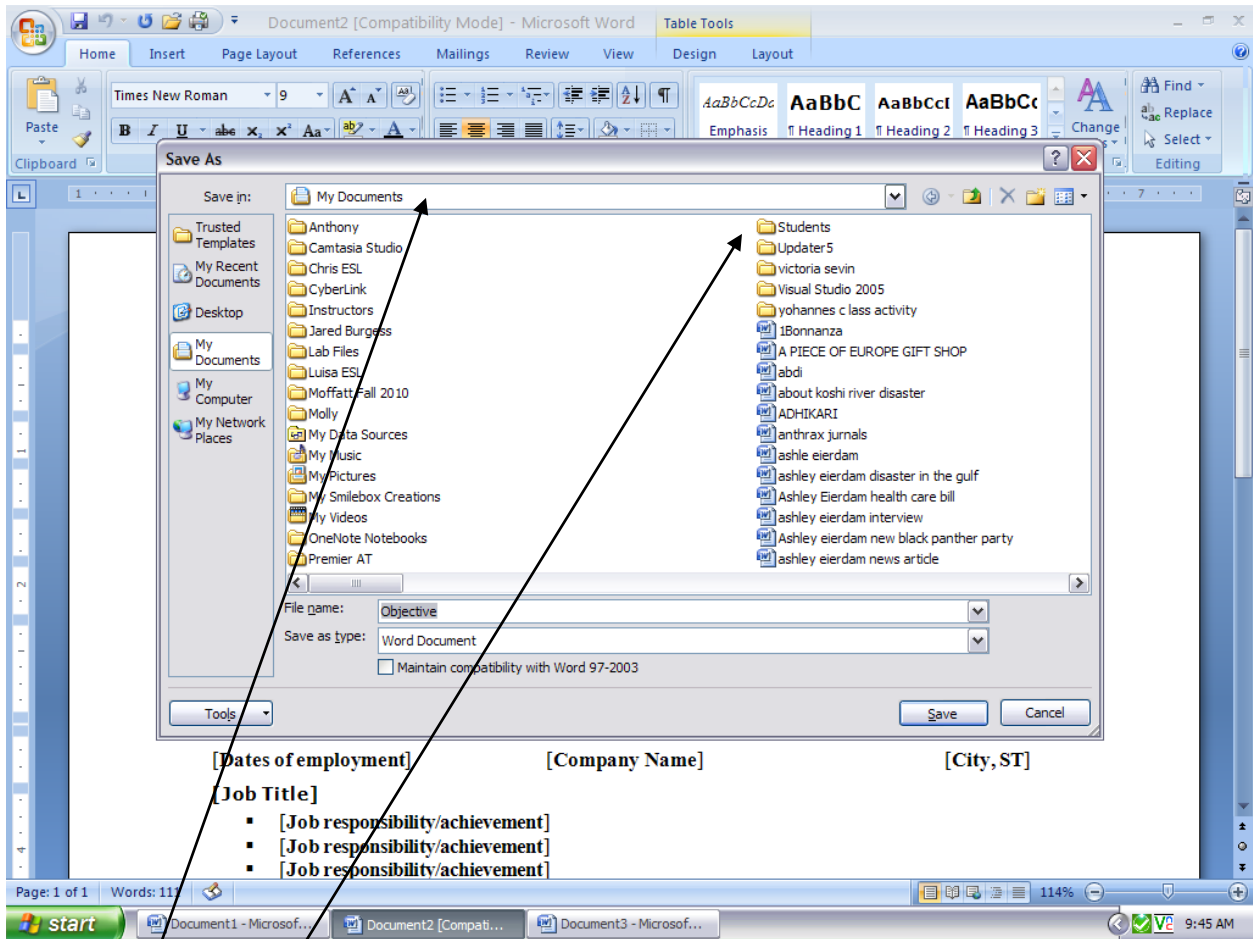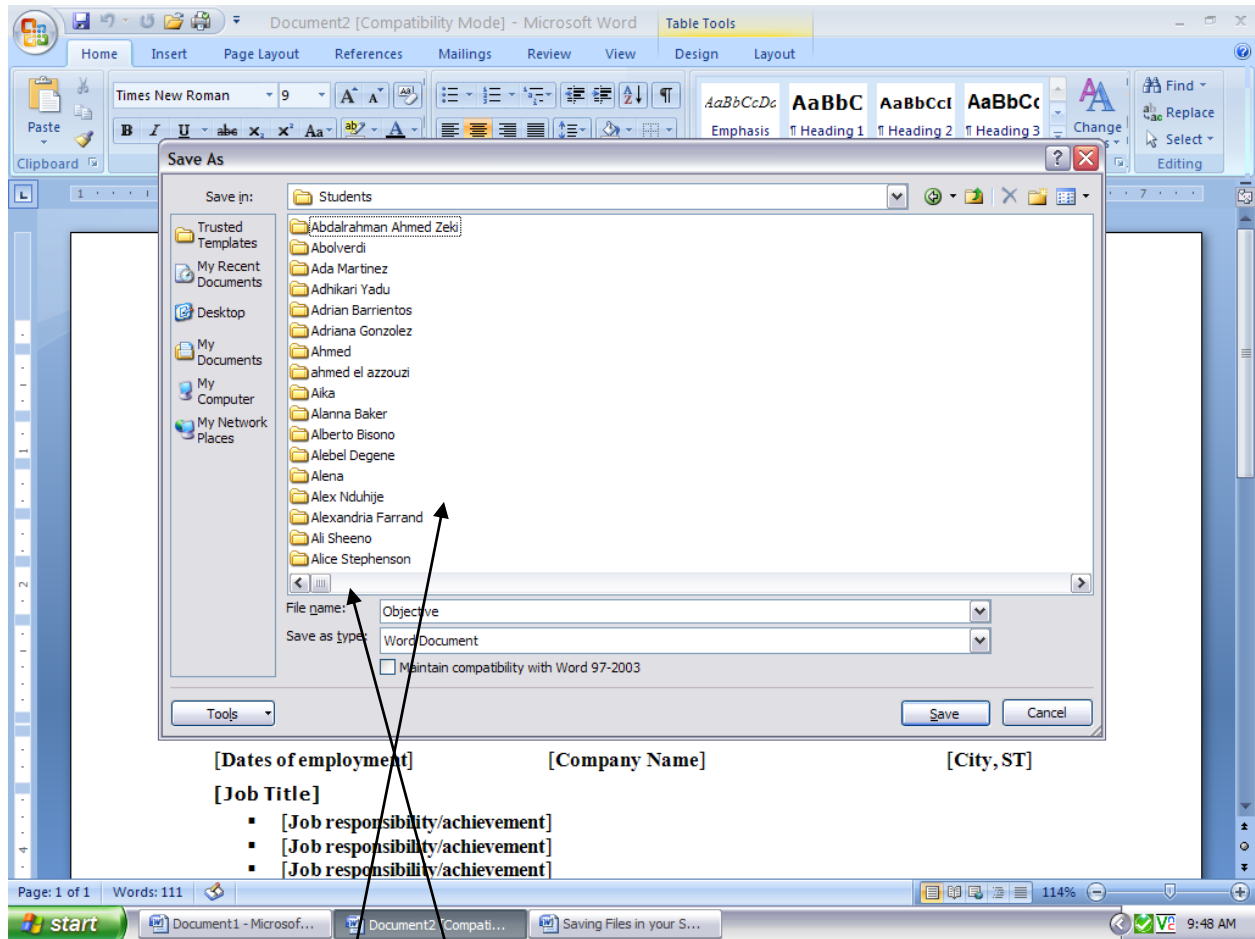# How to save your work

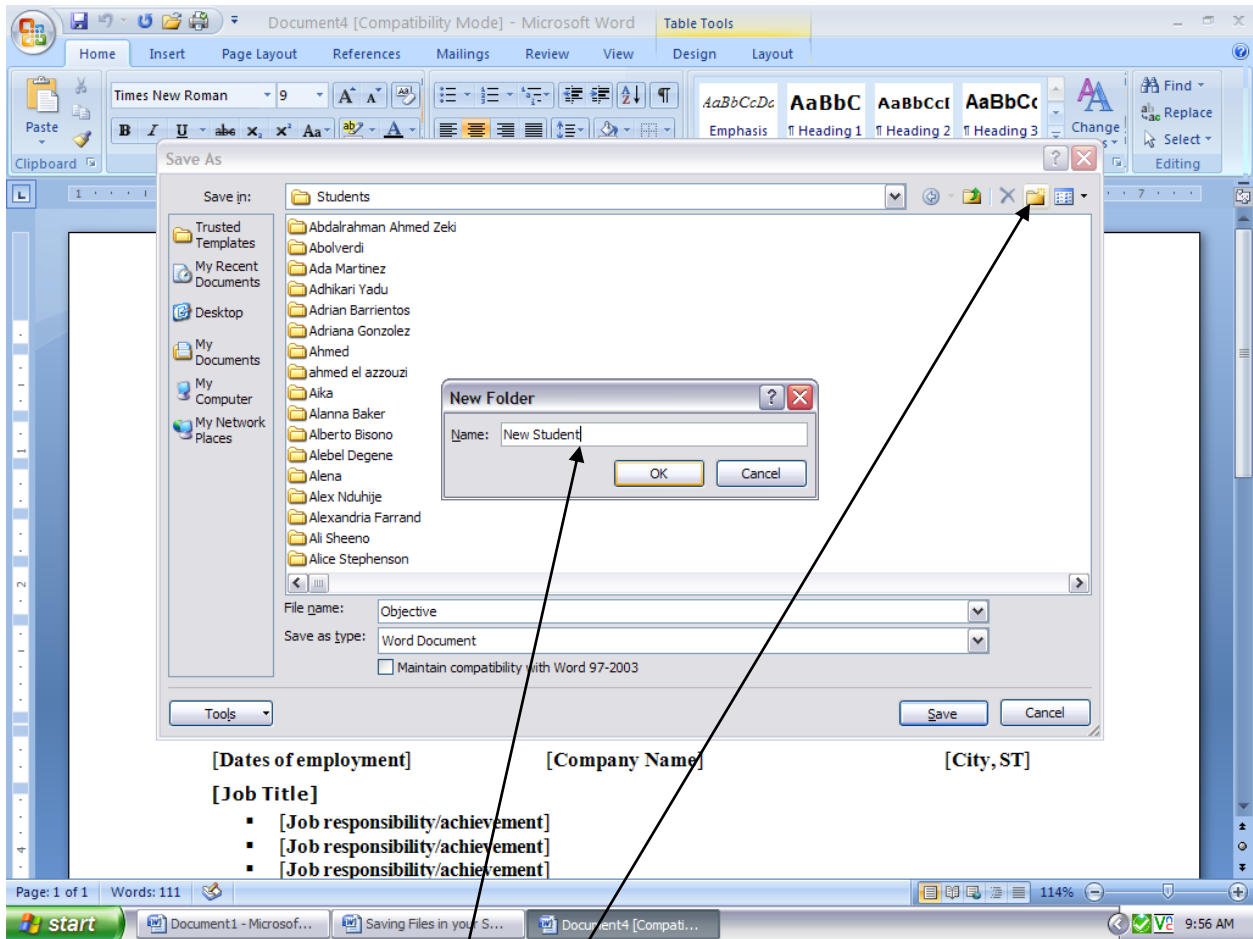**1. Click on the Office Button**

2. Select "Save As" and select "Word Document" at the top.

**3. Select "Students" with the mouse. The name "Students" will appear in this box when you do.**

4. **Select your first name from the list of names. The list is sorted, so you may need to use the scroll bar to find it. If you do not have one then go to the next step.**

5. **Click ONE TIME on the "New Folder" Button and type in your (IMPORTANT) First AND Last name.**
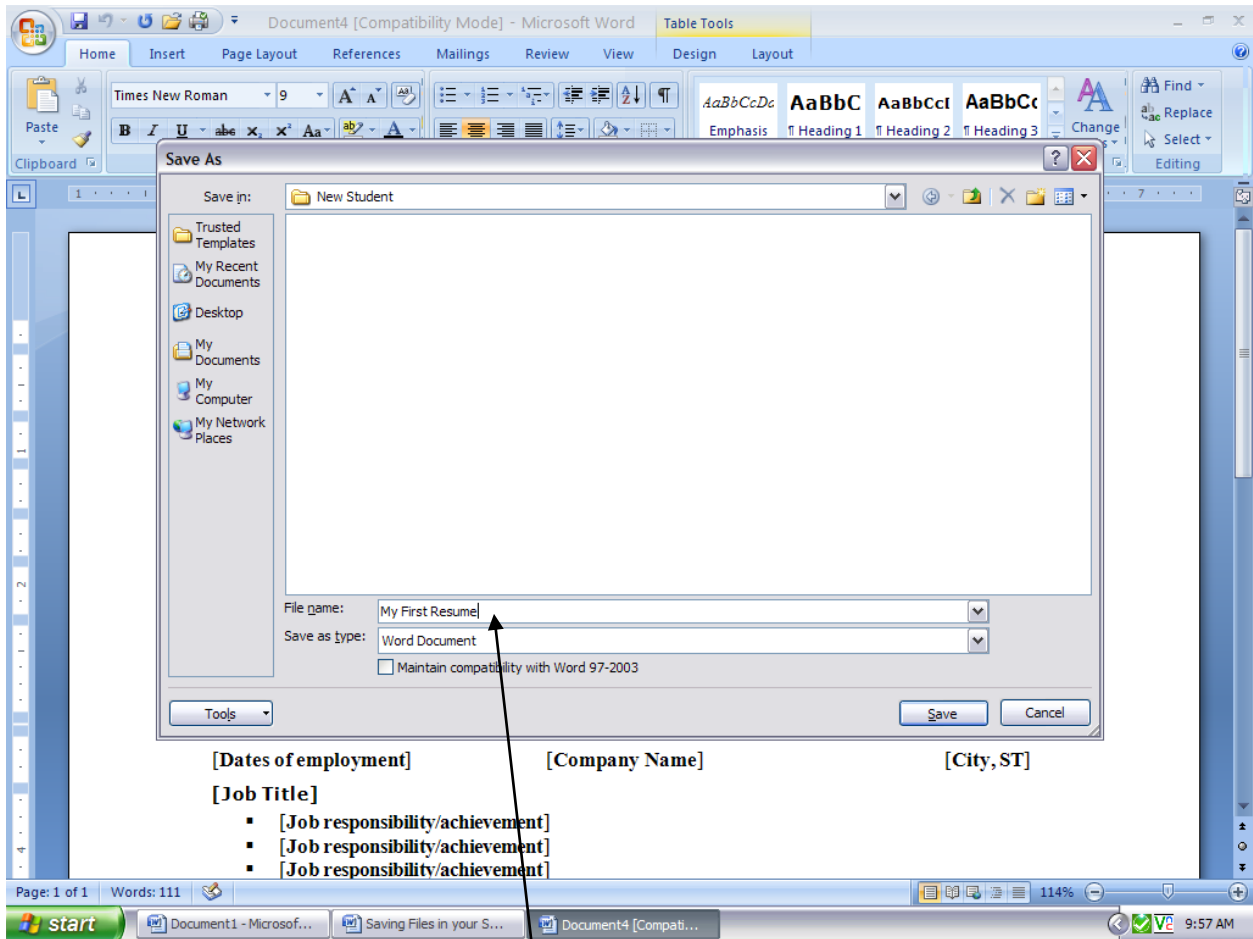
6. **Give the document a better name to describe what it is. If it is a resume, cover letter, references or other document then name the document by what it contains so you can find it easily.**
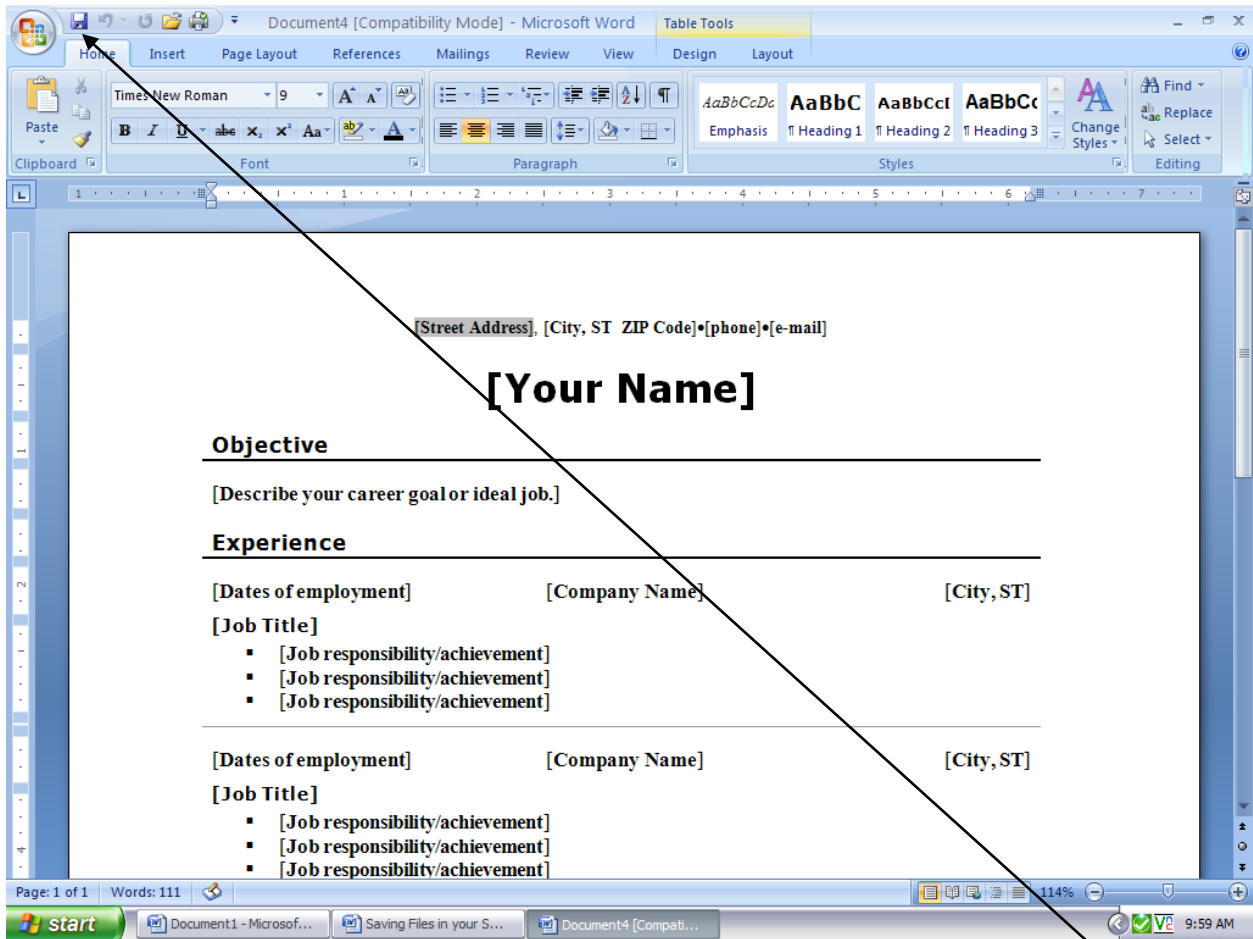
7. As you are working or when you are finished, you can press the "Save" Button to save your work.