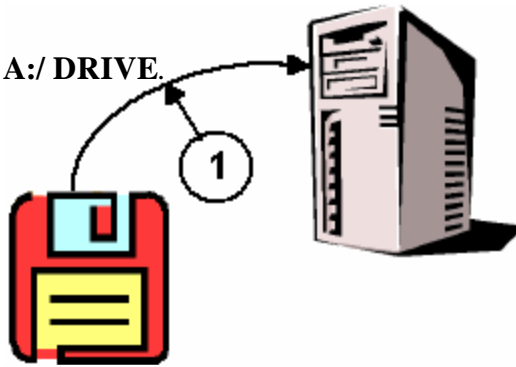


## Save a New File

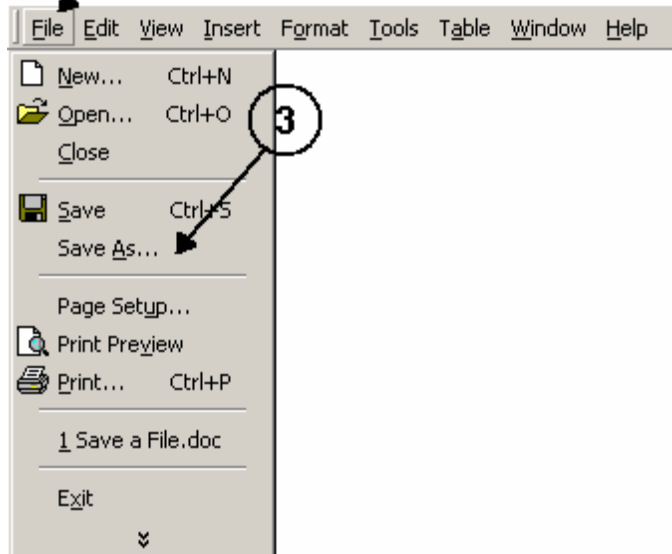
A file is the document that you are working on. When you save a file, you keep the letter you are typing. If you want to work on the letter again, you can find the file and you can continue working.

1. **Insert** floppy disk into the **A:/ DRIVE**.



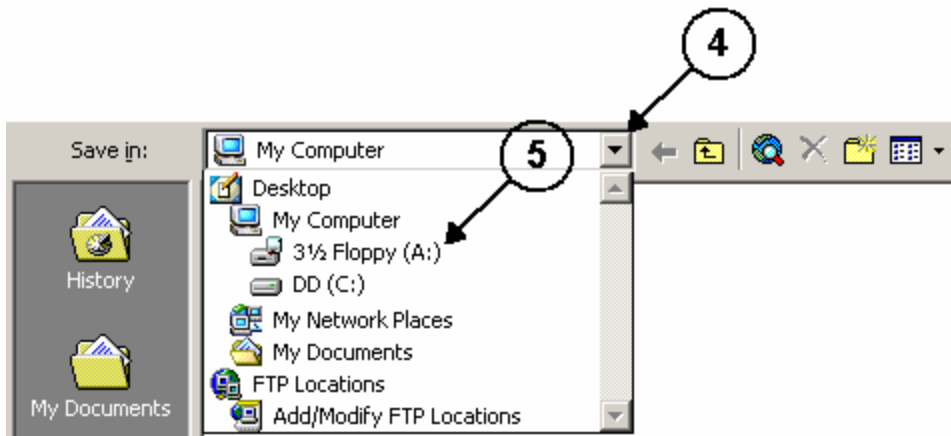
2. **Click** on **FILE**.

3. **Click** on **SAVE AS ...**



4. **Click** on the **DROP-DOWN MENU**.

5. **Click on 3½ FLOPPY (A:).**



6. **Type** the name for the file.

- Hints: 1. The name should be easy to remember (example: letter to Mom).  
2. Letters, numbers, spaces and '-' are OK. Do not use any other characters or symbols.

7. **Click on SAVE.**

