

FOR MAC USERS – HOW TO SAVE A FILE USING MICROSOFT WORD

When you're working on a project, you will want to save your work as you go.

You can periodically save changes while you're working. The quickest way to do this is by using the shortcut "CTRL + S." This will automatically save all changes to your document under "Save." The following will show you how to save an original copy of your document in word format (.Doc)





