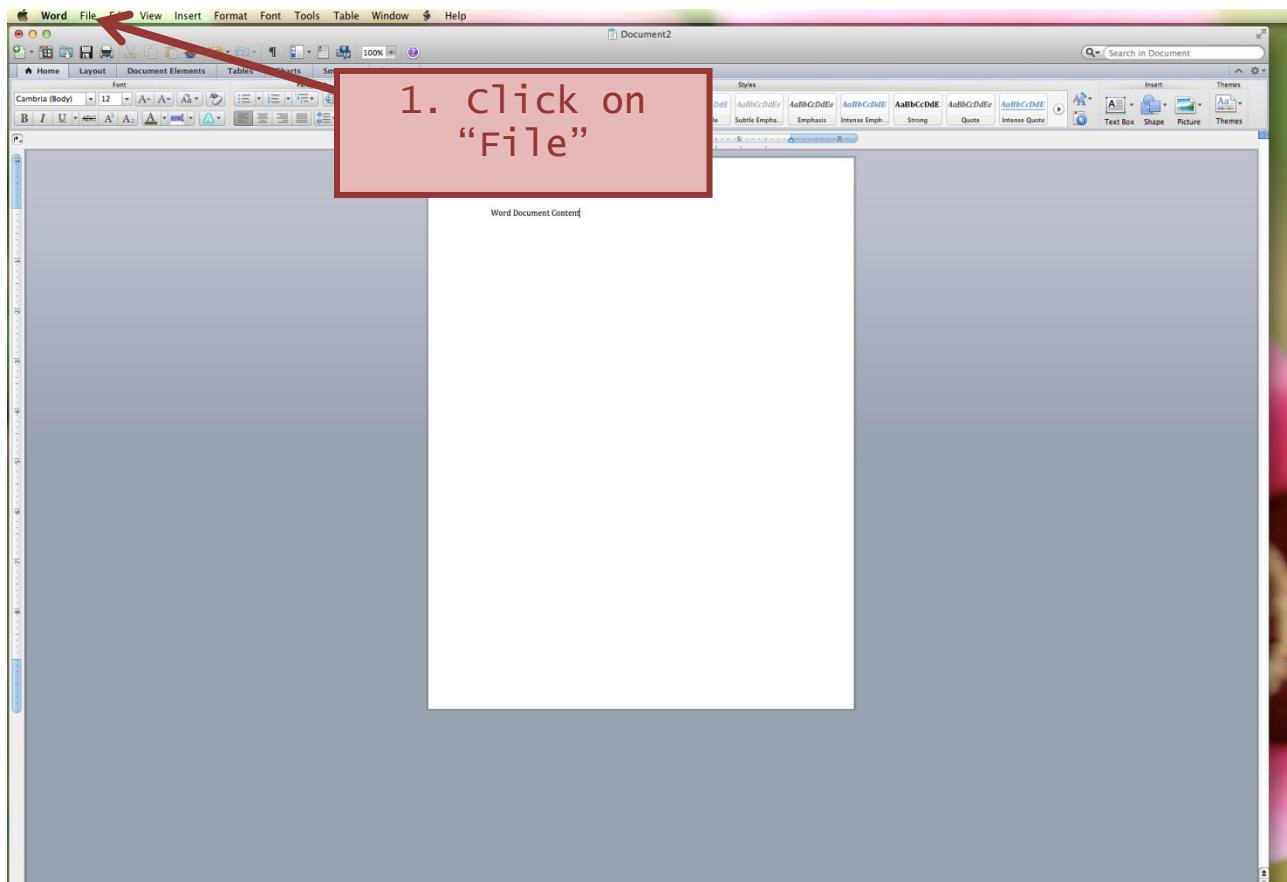
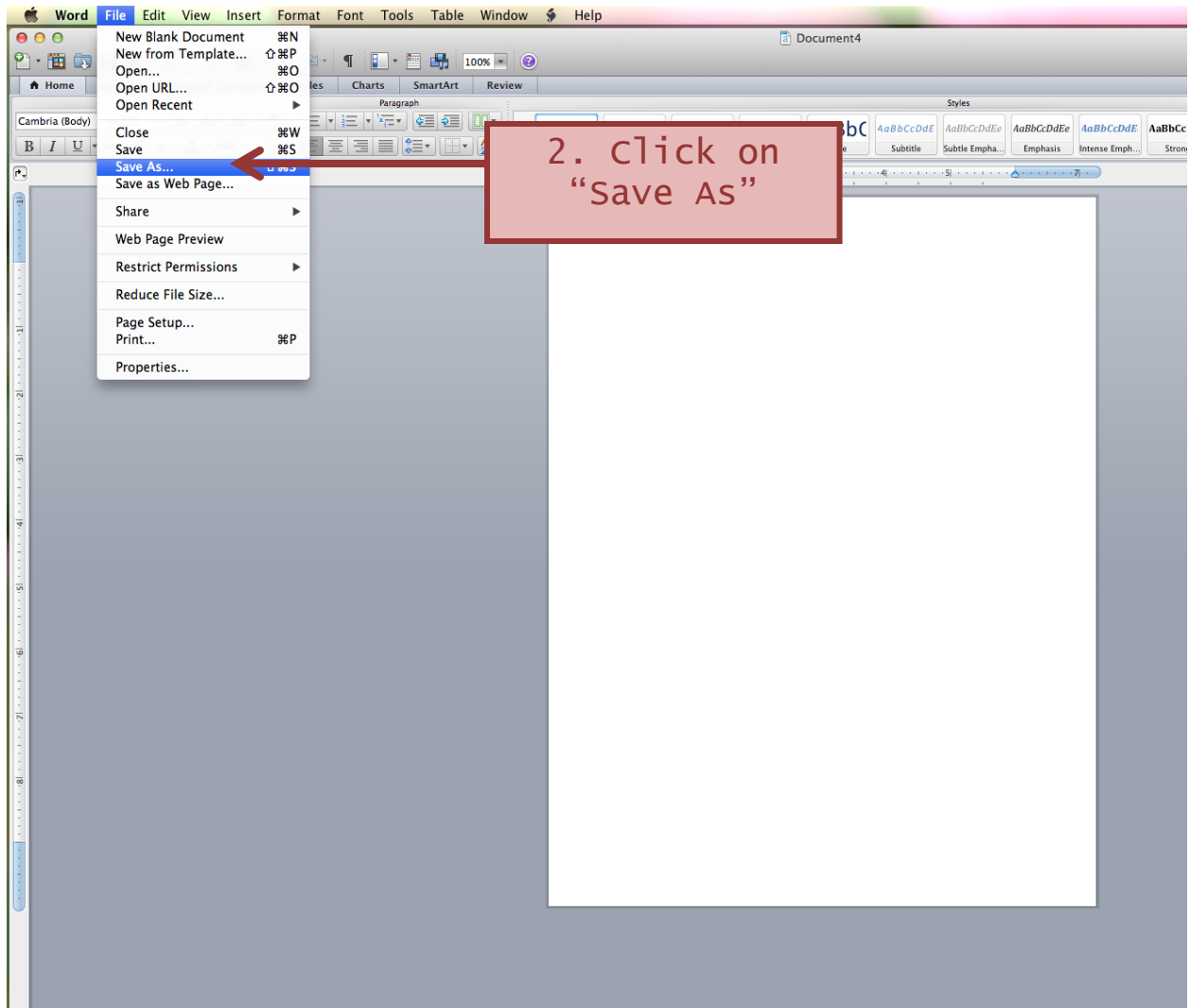


# FOR MAC USERS – SAVING A FILE IN MICROSOFT WORD USING “SAVE AS”

"Save As" is a tool used to create copies of the document or project you're working on.

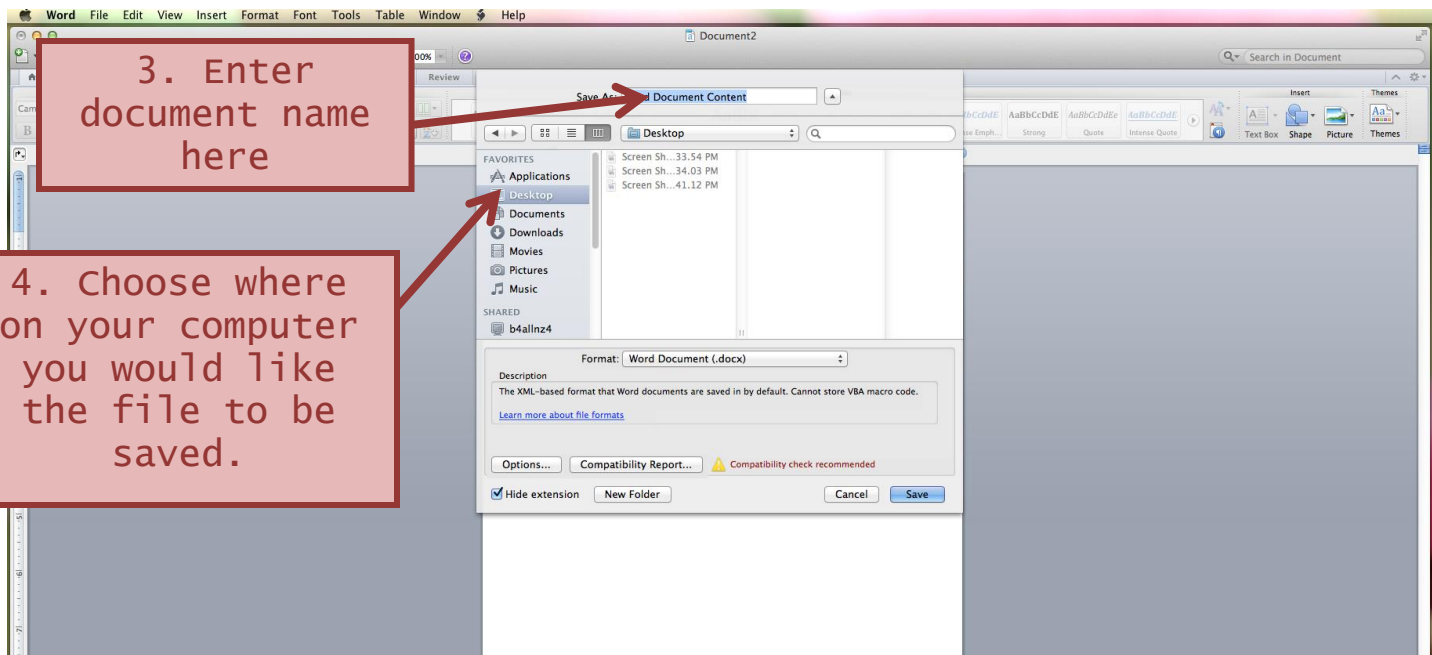
You can choose to save a document in a different format by using this option.



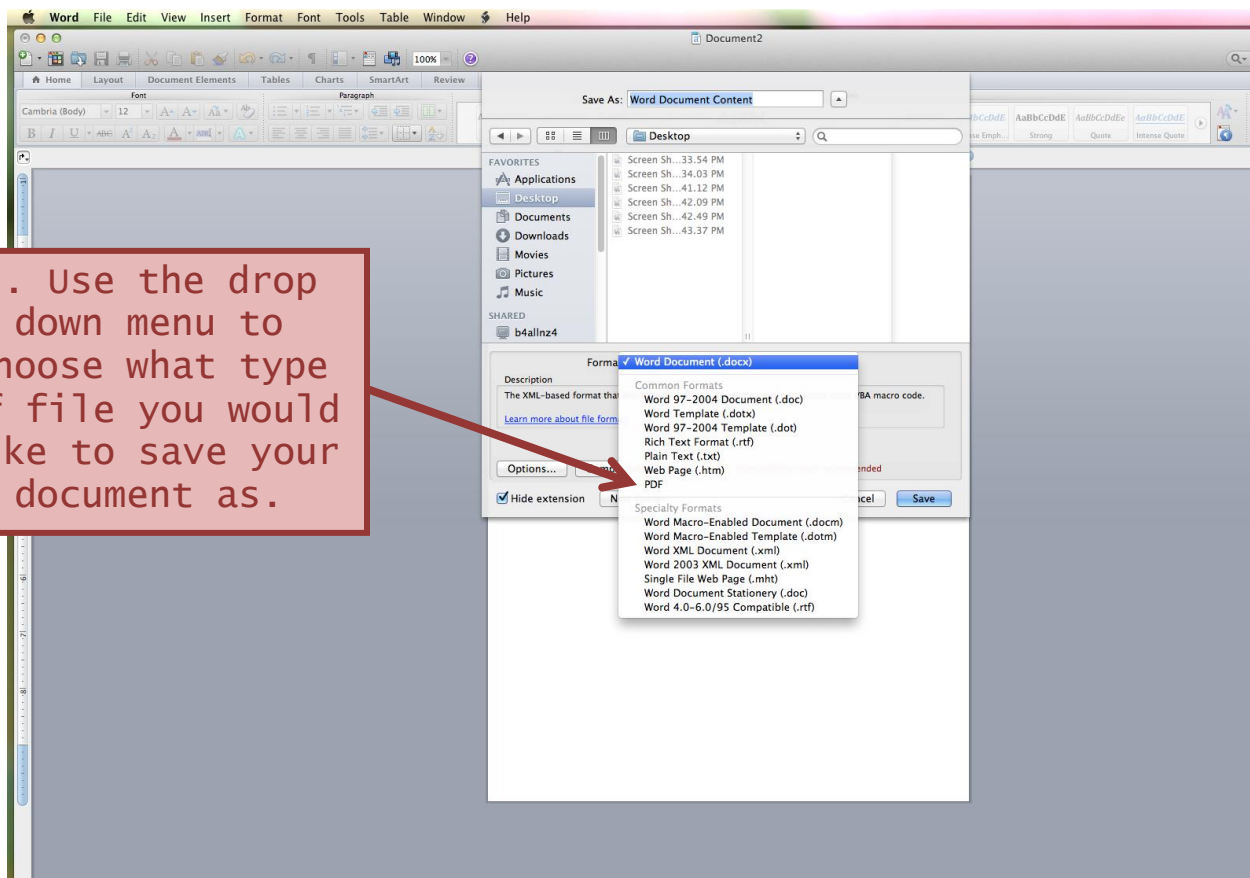


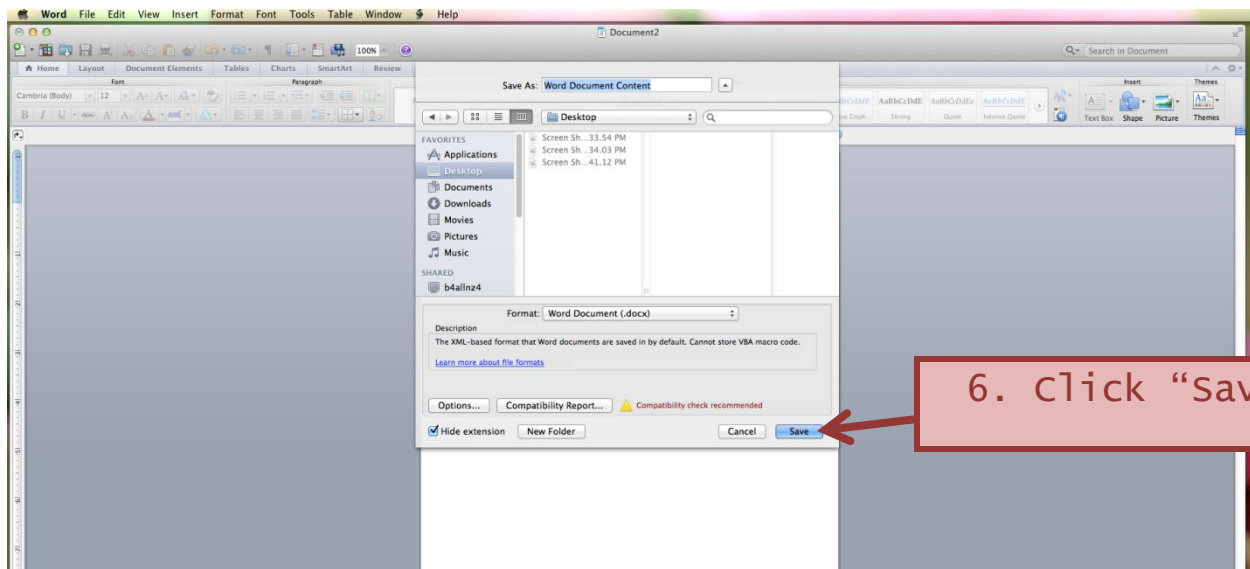
3. Enter document name here

4. Choose where on your computer you would like the file to be saved.



5. Use the drop down menu to choose what type of file you would like to save your document as.





6. click "save"