

FOR PC USERS – SAVING A FILE USING “SAVE AS” IN MICROSOFT WORD.

"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.

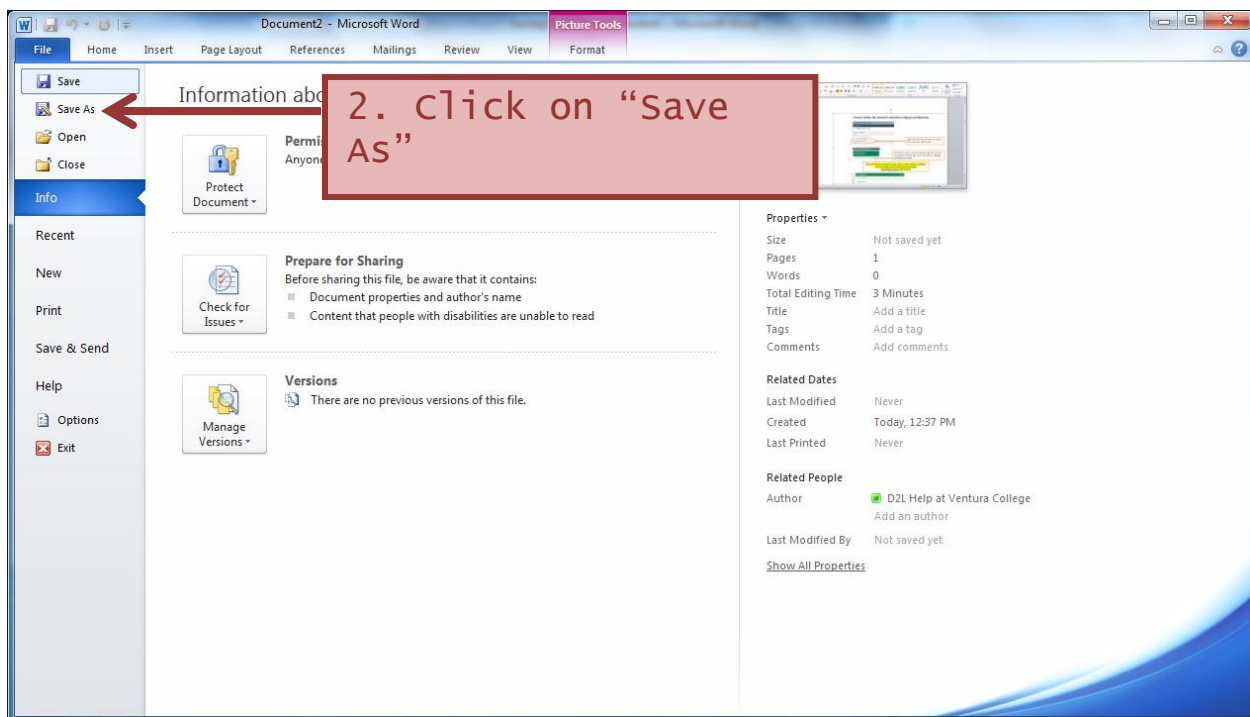
1. Click “File” in the upper left hand corner

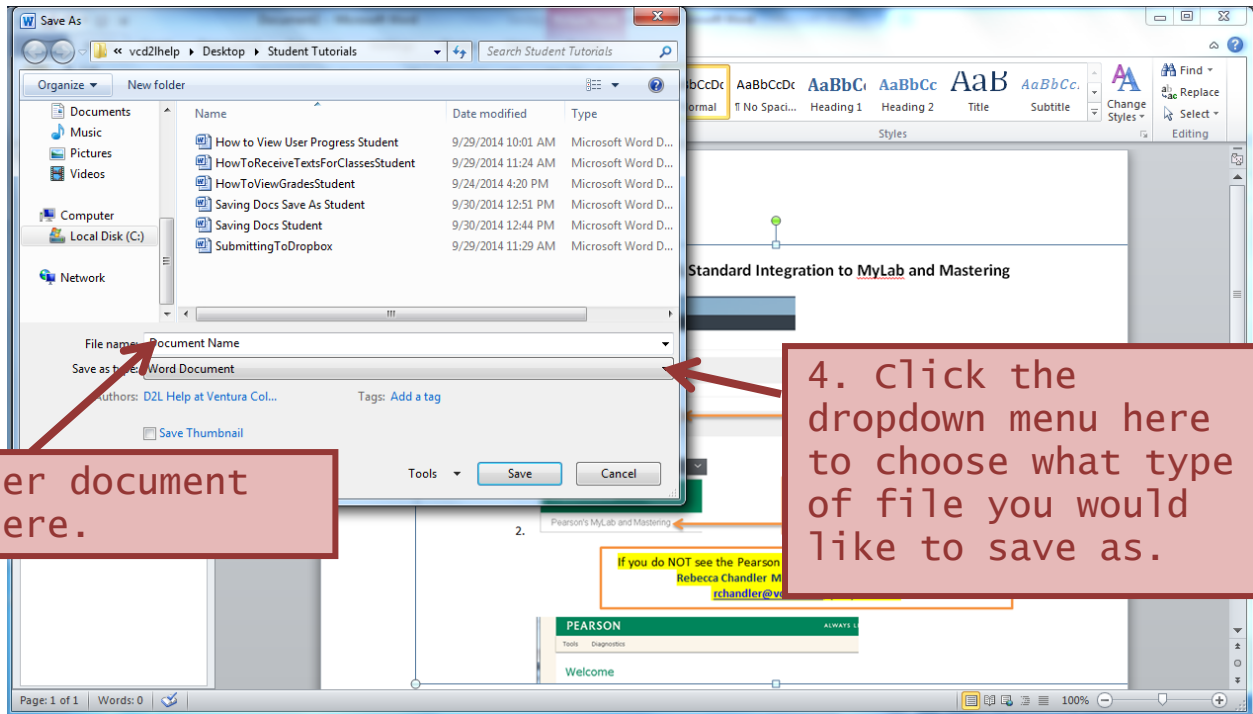
1. Login into your D2L account and click on the course you wish to pair.

2. Scroll down until you see the Pearson logo. Do not click on the green Pearson sign but on the Pearson's MyLab and Mastering words.

If you do NOT see the Pearson logo, please contact Rebecca Chandler, Rebecca Chandler M.Ed. Instructional Technologist, rchandler@vcccd.edu, (805) 289-6184

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3. Enter document name here.

4. Click the dropdown menu here to choose what type of file you would like to save as.

