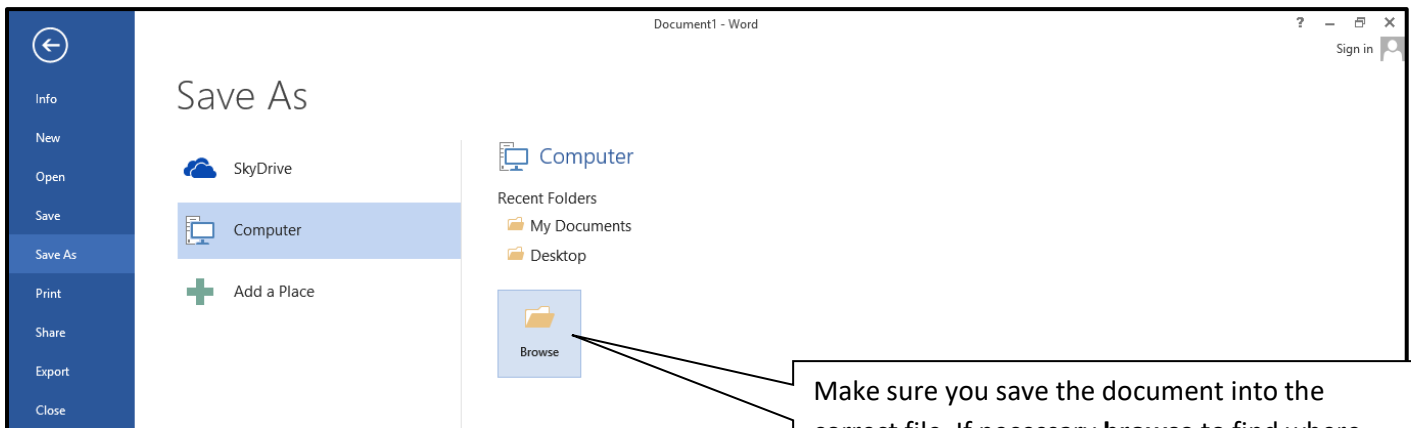
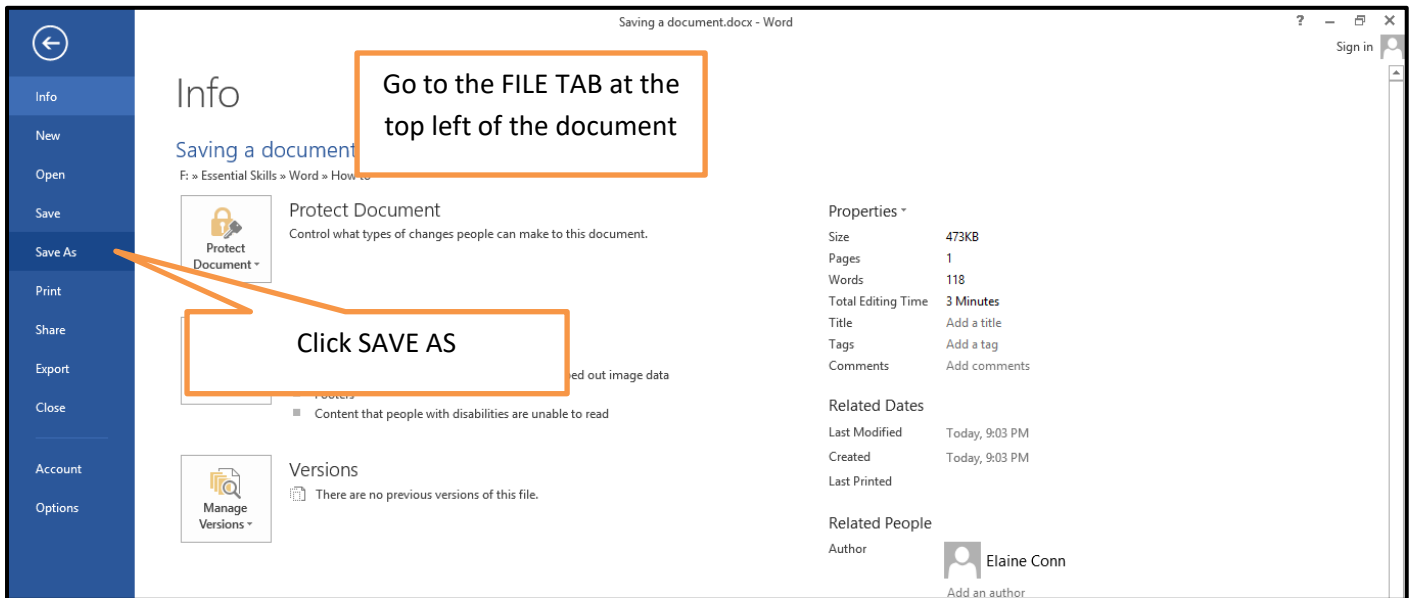
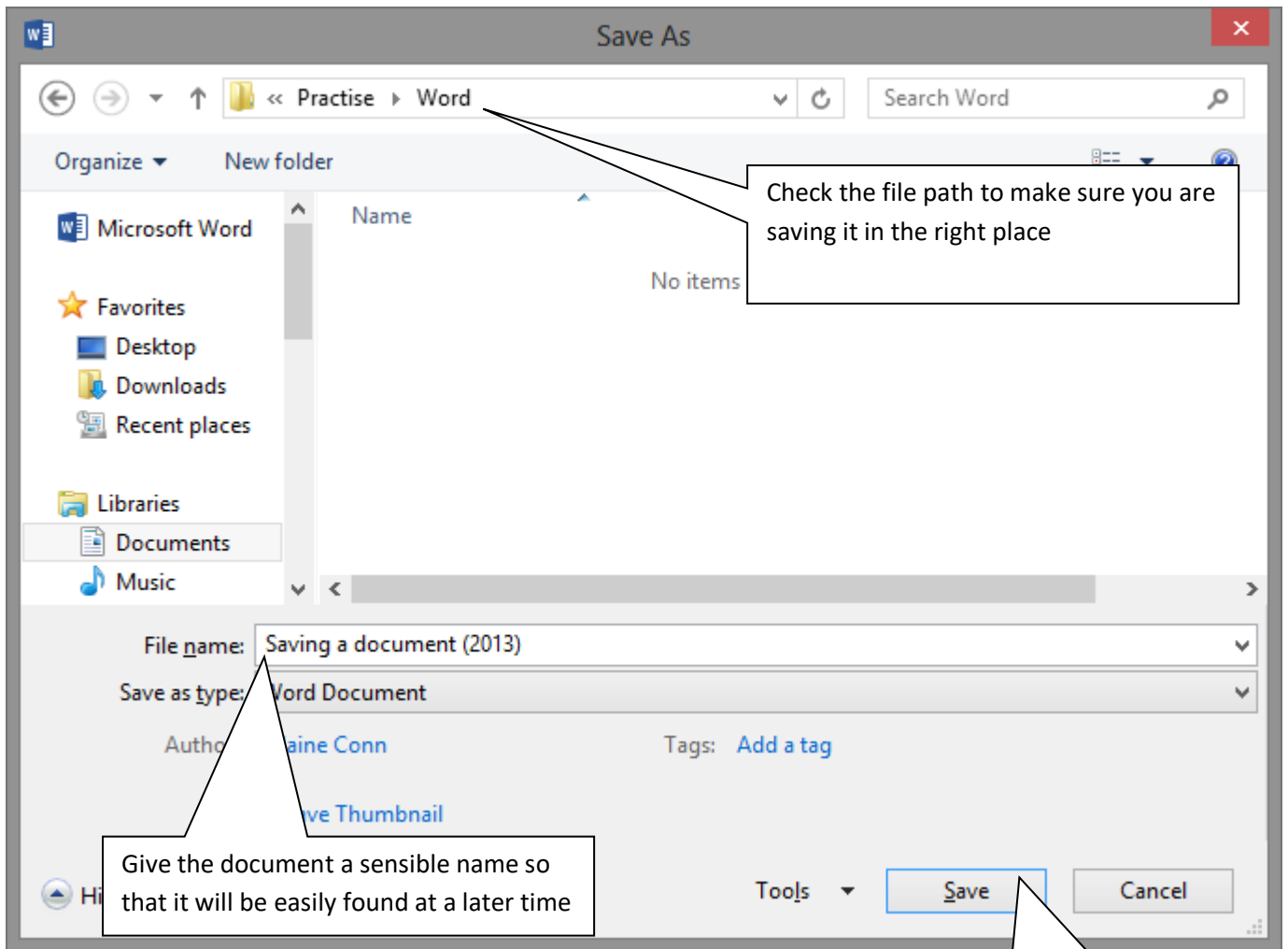


# Word 2010 Saving

For a beginner it is best to get used to using **SAVE AS**. *If you use the quicker **Save** there might be times you save over a document by mistake.*





Click on Save when finished

