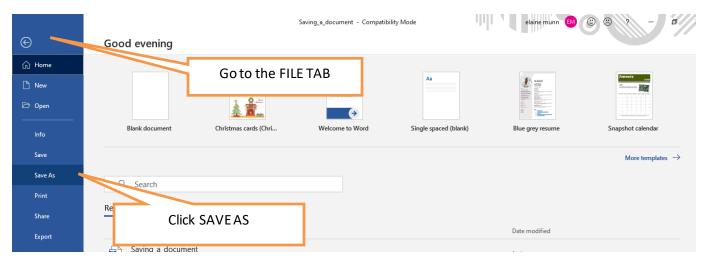
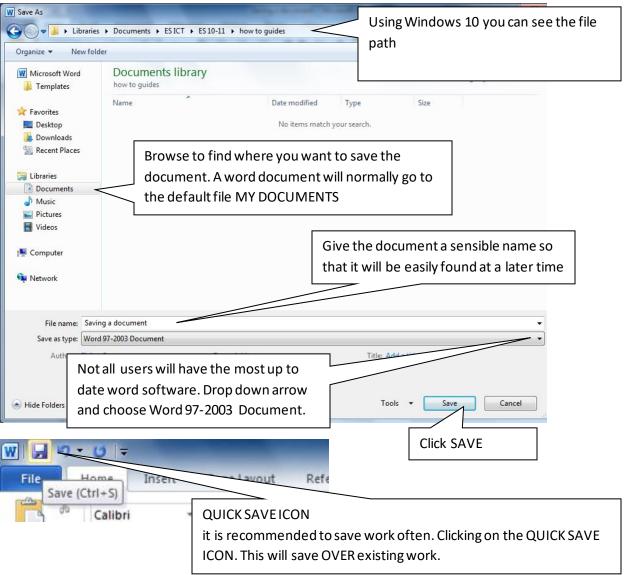
Word 2016 Saving

For a beginner it is best to get used to using SAVEAS. If you use quick save there might be times you save over **work** you want to keep.





EMunn Saving