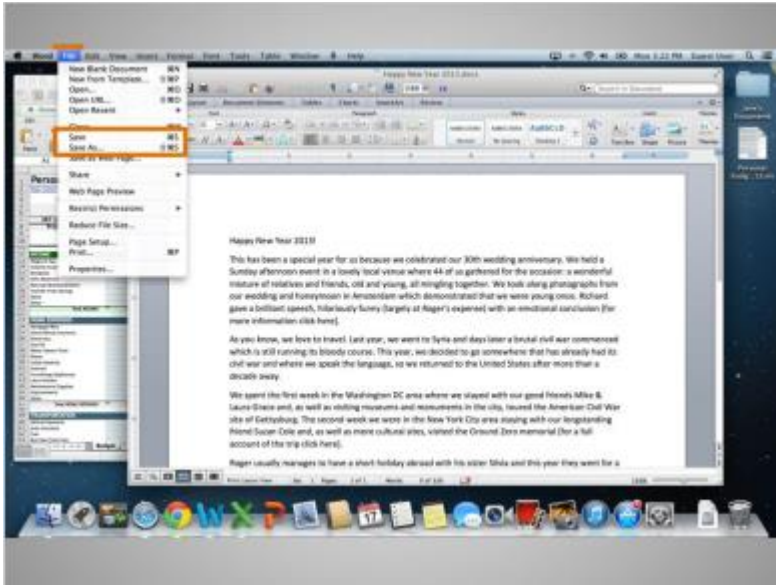# Saving and Closing

Occasionally, while you are working on a file, or before you close it, you will want to save your work.

You will notice that the menu bar we mentioned earlier is now specific to the application we are in, rather than the general finder.

You can tell what application the menu is using by the name next to the apple icon.

We are currently in the application called Word. When we click on the word "File" in the menu, a drop-down menu will appear.

The Save and Save As options appear in the drop-down.

If you have already saved this file before, know the location where it is saving, and the name it is saved under, you can simply click the "Save" option from the menu that appears in the new window.

However, if this is the first time you are saving this file or you would like to change the name or location of the file, you will want to use the "Save As" function.

Then you can select where the saved file is located on your computer, such as on the desktop or in a folder, and select a name for the file.

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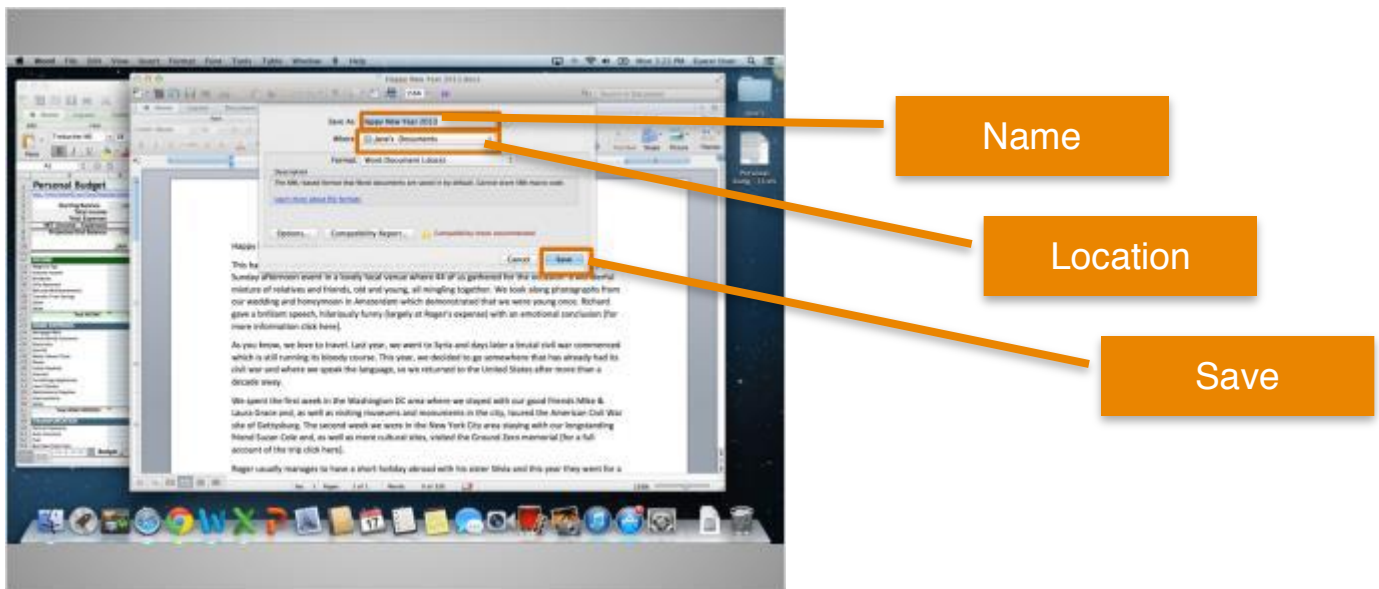
When you select Save As, a new window will open. This is the Save As window.

Type the name of the file in the Save As field.

Then select the location where you want to save the file. Remember to choose a location that you will remember, such as on the desktop or in a specific folder.

In this example, Jane is saving this file in her documents folder that is on her desktop.

If you are using a public computer, there may be limits on where you can save files. Seek help from a staff person at the computer center for more information on saving on a public computer.

Lastly, click the Save button to close the window and save your file.
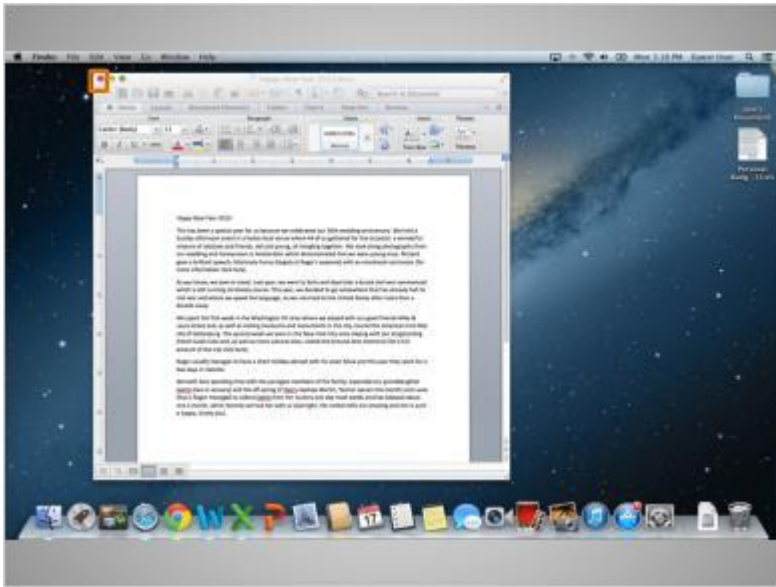
When you are done with your file and have saved it, you will then want to close it.

You would click the red button at the top left of the window to close the file.
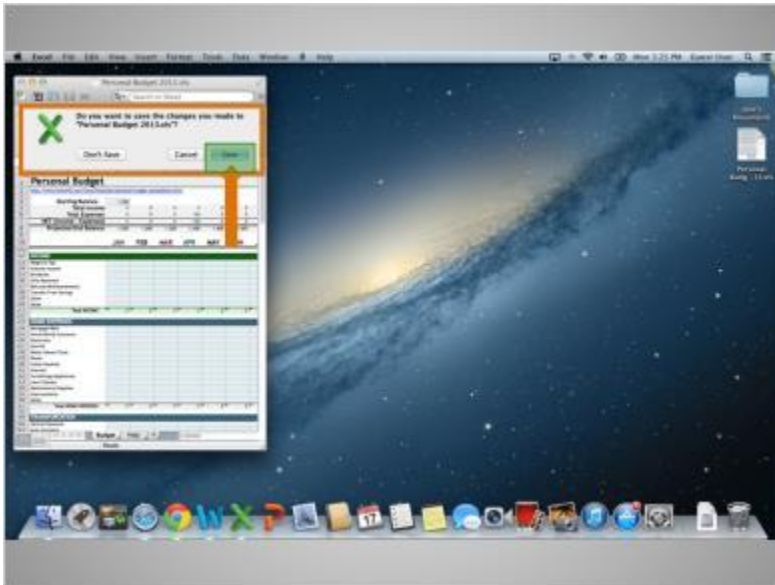
If you have made changes to your document since the last time you saved, and you try to close the file, a window will open asking you if you want to save changes.

Clicking the Save button now will save and close this file.