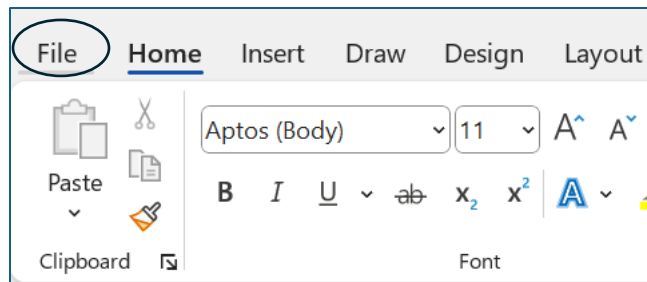
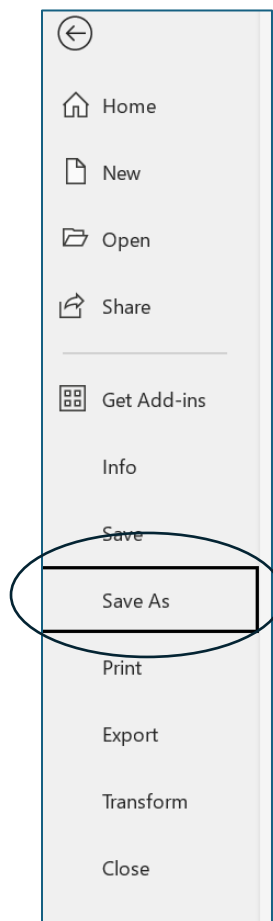


## HOW TO SAVE A MICROSOFT WORD DOCUMENT

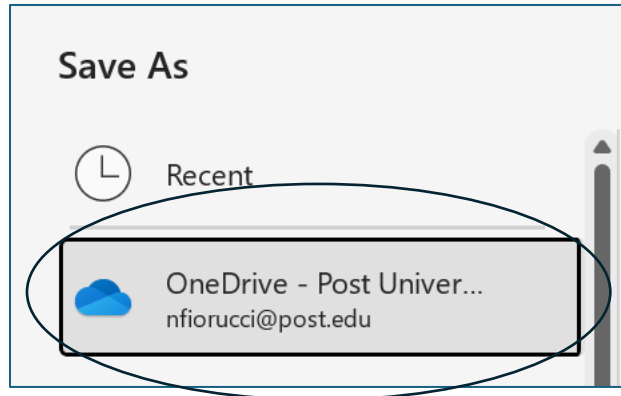
**Step 1:** Click on the “File” tab in the top left-hand corner (pictured below).



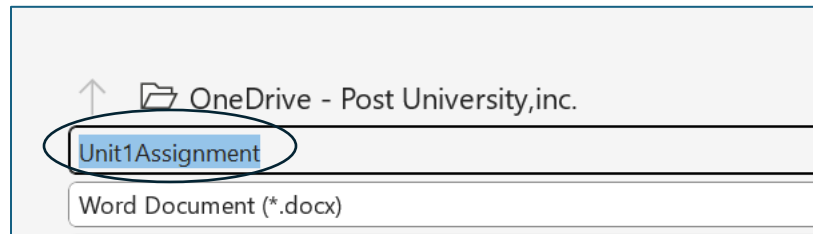
**Step 2:** Select the “Save As” option (pictured below).



**Step 3:** Select the folder you'd like to save the file to. We recommend saving files to your One Drive (connected to your Post University student account).



**Step 4:** Name the file you'd like to save. HINT: Use a file name that you will be able to remember. For example: Unit 1 Assignment.



**Step 5:** Hit "Save" on the right-hand side of your screen (pictured below).

