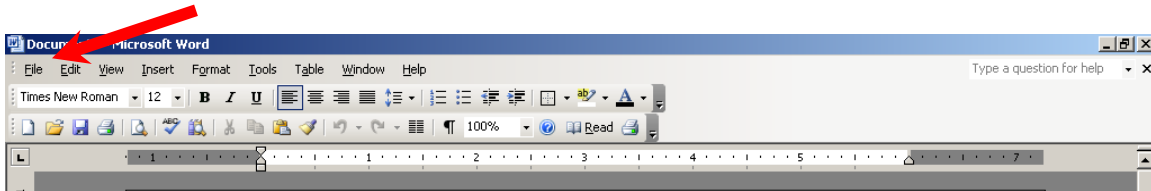


# Save As

Saving a new document in your file folder.

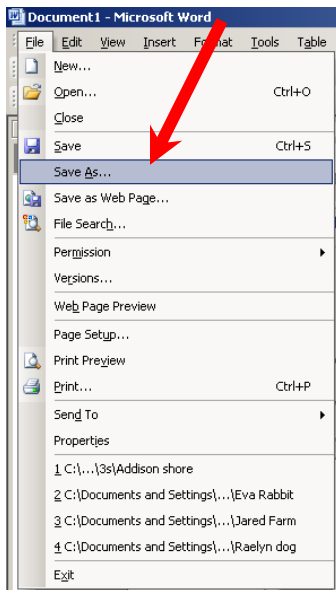
**STEP 1**

CLICK **FILE**



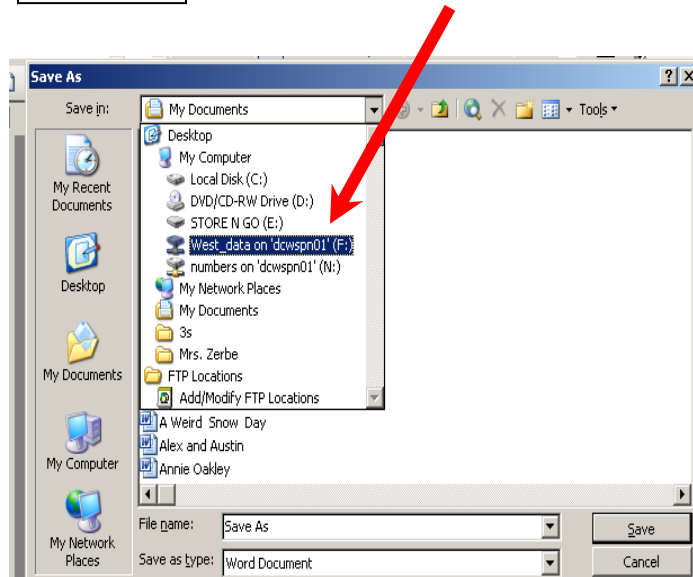
**STEP 2**

CLICK **SAVE AS**



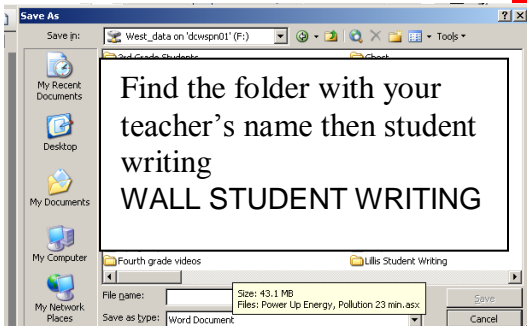
**STEP 3**

CLICK **WEST\_DATA**



**STEP 4**

Double Click on **[TEACHERS NAME] STUDENT WRITING**



**STEP 5**

Double Click on **YOUR NAME** to OPEN

**STEP 6**

Type in the **NAME** of your document then **CLICK SAVE**

