

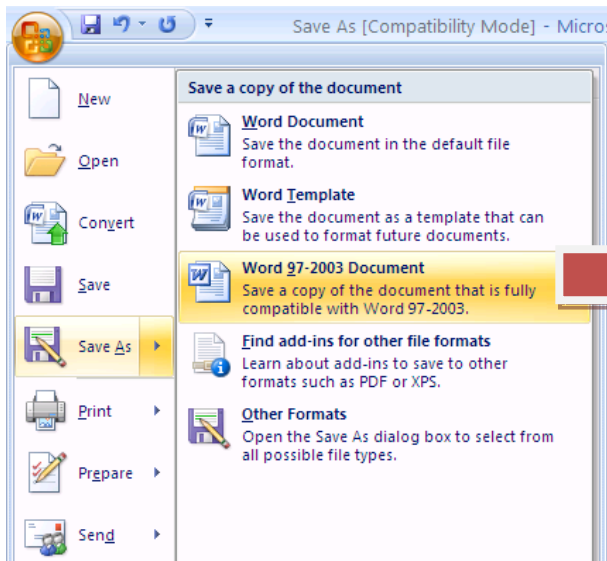
SAVE AS

Save a NEW document with a NEW name in YOUR folder.



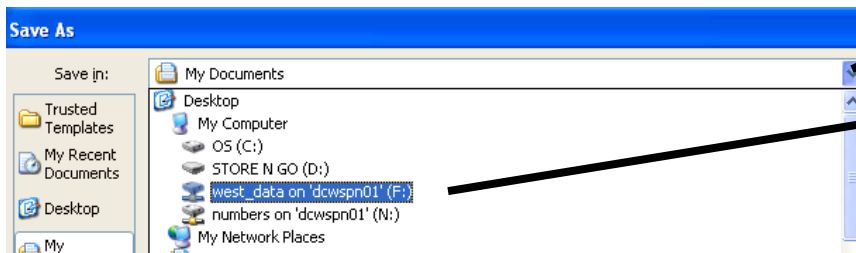
CLICK

On the top left corner of screen



Scroll over **Save As**

Click **Word 97-2003**



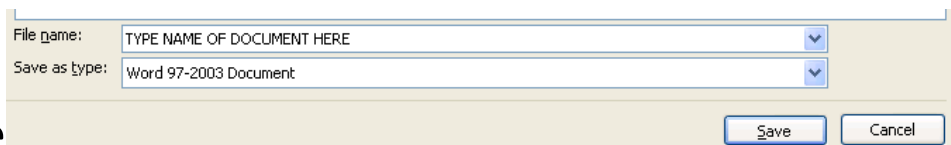
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