## To save a Document in Microsoft Word, please follow the steps below:

Microsoft Word is a word processing program that allows you to draft your own documents like essays, letters, resumes, etc. It is not uncommon for online instructors to request that you turn in some assignments in the form of a Microsoft Word document. There are a couple of advantages to using Microsoft Word for submitting work:

1. You are able to save your work as you go along (which is nice in case Blackboard and/or your Internet experience problems when submitting your work).
2. Your instructors are able to check the formatting of the document (because the formatting of your work does matter in some courses).
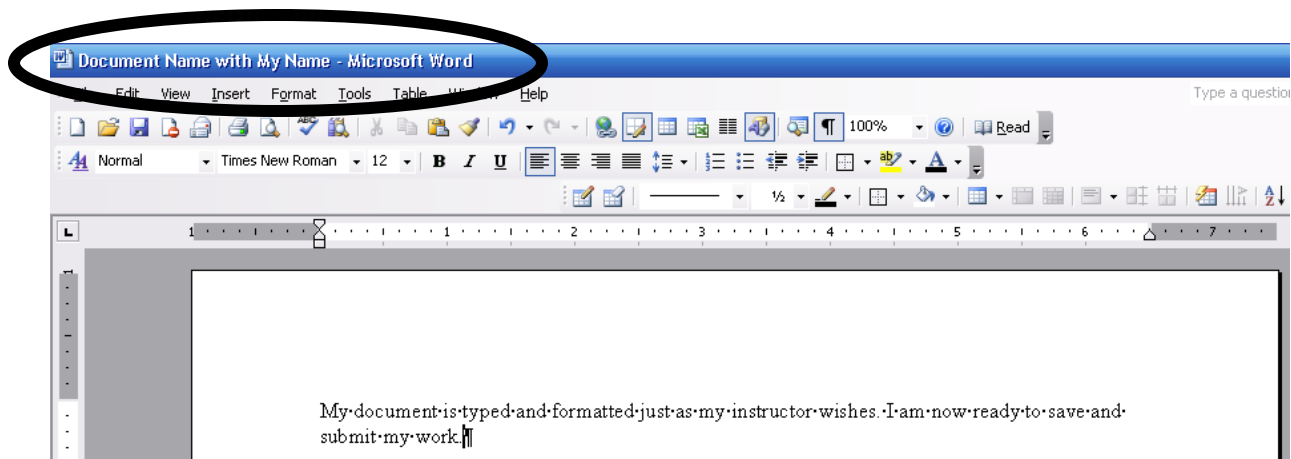
In Microsoft Word…

1. Type and format your document as required for your course work.

2. When work is ready, click "File" at the top left of the menu bar. Then scroll down and click on "Save As." (The example below shows a short dropdown menu under the "File" option; yours may be longer, but the "Save As" option is still the choice to select.)
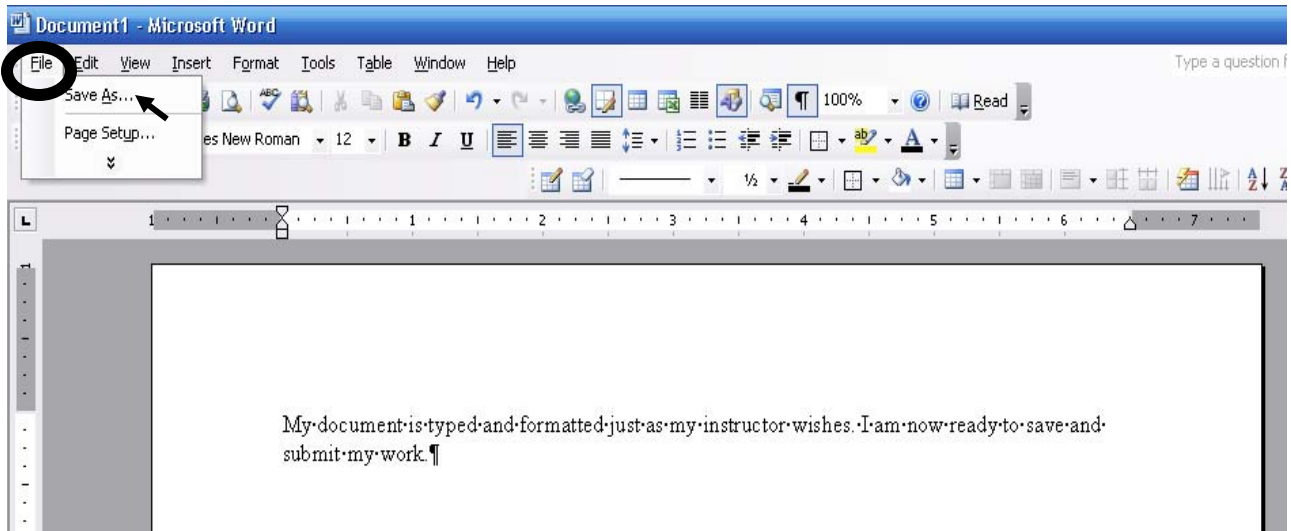
3. In the "Save As" Dialog box, click the dropdown arrow to the left of the "Save in" option to select the appropriate place to store your file. Then in the "File Name" box at the bottom of the dialog box, type an appropriate title for your work, being sure to include your name somewhere in the title (this is helpful for your instructor to keep up with whose work is whose). Then click "Save."
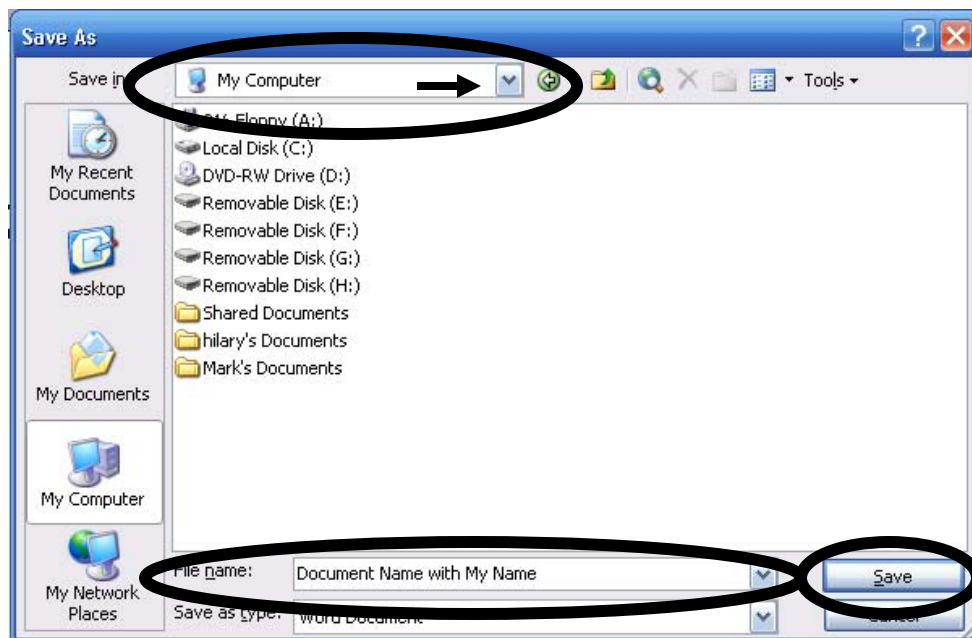
4. Your file is now saved. The saved file name should now appear in the left corner in the blue strip at the very top of the screen.

5. To close Microsoft Word either click "File" and then "Exit" from the dropdown menu (if "Exit is not an option on your menu click the double arrow at the bottom of the dropdown menu you do see) or click the red x box at the top right of the screen.
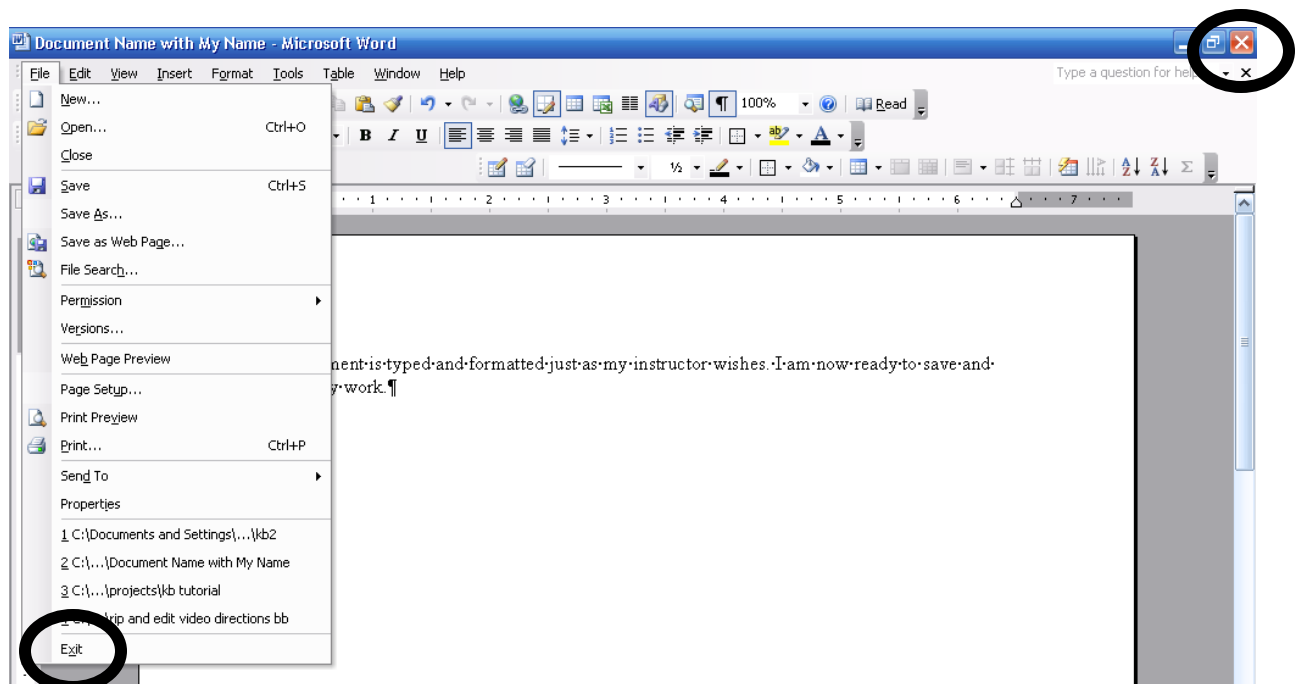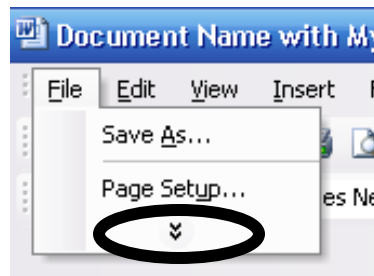
If you have any other questions about saving a document in Microsoft Word, please contact the Distance Education staff at CCCC via email at destaff@cccc.edu.