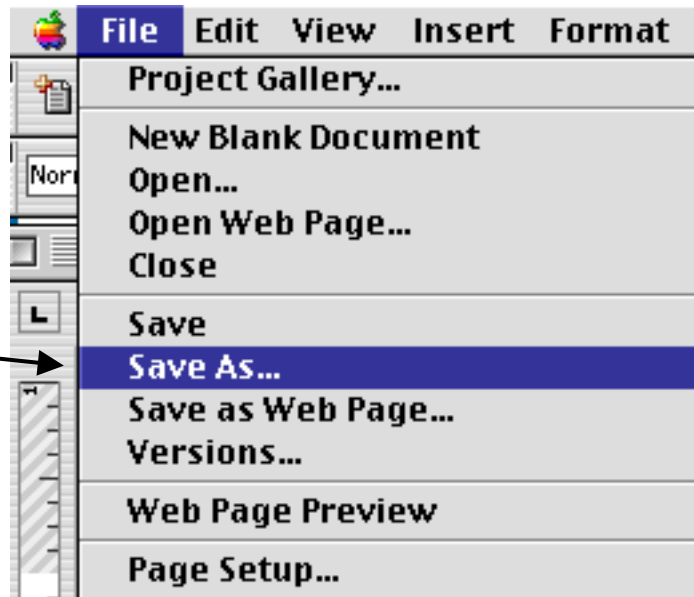


# Saving to the Documents Folder

1. Under the “File” menu, select “Save As...”



2. Name your document. You should probably put your name in the name of the document so you can find it easily.

Save Current Document as:

Jimmy's Horse Story

Save File as Type:

Word Document

3. Click the “Desktop” button so you can see the Macintosh HD.



Go to next page!!!

# Saving to the Documents Folder

4. After clicking on the desktop button, you will see everything that's on the desktop in the window. **DOUBLE-CLICK** on the Macintosh HD.



5. After **DOUBLE - CLICKING** on the Macintosh HD, you will see everything that's on the hard-drive in the window. **DOUBLE-CLICK** on the Documents folder.



6. You will now see everything that's in the Documents folder. Once you see this, click on :

