



# Saving Your Work - Toshiba S300-EZ1511 User Manual

S300-ez1511 user's guide



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## Bookmarks





## **Saving your work**

Before you turn off the computer using the Shut Down command,

save your work on the internal storage drive, diskette, flash media, or optical disc. This is one of the most important rules of computing.

When you turn off the computer using the Sleep or Hibernate commands, your work should be there when you resume.

Many programs offer a feature that saves documents at regular

intervals. Check your program's documentation to see if it has an automatic save feature.

## **Saving files**

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### **1**

In your Windows

### **2**

Click Browse folders.

If you are working with a document that already has a file name, this is all you need to do. If you created a new document, your program displays a Save As dialog box.

Use this dialog box to specify where to store the document and to give it a file name.

*(Sample Image) Save As dialog box*

### **3**

Choose the drive and folder where you want your file to be stored.

### **4**

Type a file name, then click Save.

## **Learning the Basics**

*Saving your work*

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-based application, click File, and then Save.

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