How to Save Documents

To save an exam document, use the following steps:

1. In Word, click on the "File" tab in the top left.

AutoSeve 💽 🗒	9990 -	Document1 - Word		,O Search						Exam01 😃	œ - œ ×
File Home Ins	sert Design Layout References	Mailings Review View	Help Acrobat							Comments	C Editing - Share
Cut	Calibri (Body) ~ 11 ~ Å* Å* Åa~				ADB			Prind -	R A		
Paste Da Copy			AaBbCc	ABBCCD: ABBCCC ABB al INo Space Heading 1 Hea	ding 2 Title Substit	te Subtle Em	AaBbCcDi AaBbCcDi	Ge Replace	Create and Share Reques Adobe PDF Signature	t Dictate Edi	tor Reuse Add-ins
Paste Second Paste Second Format Painter Clipboard	r F3 Font	A Paragraph		The spice. The song i The	unge me ouoo		composition intense car o	Select ~	Adobe PDF Signatur	es ~	Files tor Reuse Files Add-ins
Clipboard	Fi Font	rs Paragraph	. 9		Styles			S Editing	Adobe Acrobat	Voice Edi	tor Reuse Files Add-ins 🔨
Nostofi Dwords 1	C Accessibility: Good to go								D' Facus		+ 100%
									10,10(0)		
2	Click "Save As	,"									
2.	cher curera										
				0	1 - West					Europe 01	
				Document	1 - Word					Exam01	? - O X
@	Good afternoon			Document	1 - Word					Exam01	? - 0 X
©	Good afternoon			Document	1 - Word					Exam01	? - o x
€ Mi Home				Document	1 - Word					Exam01	? - o x
C A Home New	Good afternoon New blank document			Document	1 - Word					Exam01	? - 0 X
€ Mi Home	Good afternoon			Document	1 - Word					Exam01	? - 0 X
€ ↑ Home New © Open	Good afternoon New blank document			Document	1 - Word					Exam01 1	7 - 0 X
C A Home New	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word					Exam01 1	? - o x
€ ↑ Home New © Open	Good afternoon → New blank document ,		ment.	Document	1 - Word						
C Home C Home New D Open into Seve	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word						? O ×
© Ivone New Open refo Seve Av	Good afternoon New blank document So Search Recent Pinned		mert.	Document	1 - Word						
C Home C Home New D Open into Seve	Good afternoon New blank document So Search Recent Pinned		Mert.	Document	1 - Word						
Pome Isone Neor Open rico Seor As Seor As	Good afternoon New blank document So Search Recent Pinned		wrf.	Document	1 - Word						
C I Some Comment Comm	Good afternoon New blank document So Search Recent Pinned		uni.	Document	1 - Word						
Pome Isone Neor Open rico Seor As Seor As	Good afternoon New blank document So Search Recent Pinned		werk.	Document	1 - Word						
C I Some Comment Comm	Good afternoon New blank document So Search Recent Pinned		art.	Document	1 - Word						
C A I tome I tome C A I tome C A A A A A A A A A A A A A A A A A A	Good afternoon New blank document So Search Recent Pinned		wrt.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word						
C A I tome I tome C A I tome C A A A A A A A A A A A A A A A A A A	Good afternoon New blank document So Search Recent Pinned		art.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		wrf.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		urt.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		wrf.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		vert.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		wrs.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		werk.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		ners.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		werk.	Document	1 - Word						
© home hom	Good afternoon New blank document So Search Recent Pinned		ner.	Document	1 - Word						
© → Home → Nov → Open → refo Save 25 Save 26 Piret Share Export Transform Crose	Good afternoon New blank document So Search Recent Pinned			Document	1 - Word						
© → Norre → Norre → Norre → Open → Open	Good afternoon New blank document So Search Recent Pinned		Mert.	Document	1 - Word						

3. Click "Browse".

			Doc	ument1 - Word		Ecam01 😈 🦓	- 0
©	Save As						
🕅 Home		You have no recent folders.					_
New 1	C Recent						
🖾 Open	Other locations						
Info	This PC						
Save	Add a Place						
Save As	Browse						
Save as Adobe PDF							
Print							
Share							
Export							
Transform							
Close							
Account							
Options							

4. In the file window that opens, click on "This PC".

1	> This PC > Documents >			✓ Õ ,○ Search	h Documents
Organize 🔻 Ne	ew folder				(EE -
Cuick access Desktop Documents Downloads Pictures This PC Network	Name Adobe Custom Office Te		odified Type 2023 11:38 File folder 2023 13:32 File folder	Size	
	Word Document	-			
Save as type: Authors:		Tags: Add a tag	Title: Ad	d a title	

Save As		х
← → ~ ↑ 💻	→ This PC	
Organize 💌		0
✓	Documents Downloads	^
 Downloads Pictures 	Music Pictures	
 Microsoft Word This PC 		
> 💣 Network	Vetwork locations (1) User Area (N:) 169 GB free of 1.07 TB	*
File name:	Doc1	~
	Word Document	~
	exam01 Tags: Add a tag Title: Add a title	
∧ Hide Folders	Tools v Save Cancel	

6. The student should type in the correct naming convention for their document and click "Save".

Save As							×
← → * ↑ Ξ	→ This PC → User Ar	ea (N:)		~	S Q 5	earch User Area (N:)	
Organize 🔻 Ne	w folder						?
 Quick access Desktop Documents Downloads Pictures Microsoft Word This PC Network 	Name	~	Date modified	Туре	Size		
File name:	Doc1						~
Save as type:	Word Document						~
Authors:	exam01	Tags:	Add a tag	Title: Add a title			
	Save Thumbnail						
A Hide Folders				Тоо	is 🔻 🚺 S	iave Can	cel

5. Scroll down and click "User Area (N:).

7. Once the above steps have taken place, the students can click on the "Save" icon periodically throughout the exam to ensure their work is up to date (this button is in the top left corner of Word). NOTE: Auto-Save does NOT take place on these users, the students will need to ensure they are clicking the save icon periodically.

