# Saving/Rename a Document Office 2010

Save a New Document

1. Click on the File Menu (color of the File tab will be different according the program being used)
2. Click on Save As
3. Type File Name in the File Name box toward the bottom of the window.
4. Choose which Library you want to save it in by clicking on the library and folder in the Library List pane at the left side of the window.
   - It automatically go into the Documents Library because of the type of software you are using
   - If you want the document to go somewhere else, such as on the Desktop, you will need to click on the Desktop in the Library list pane
   - Check to see if the document destination is in the Address box to double check you are placing your document in the correct place
5. Click on the Save button at the bottom right of the window.

Address Bar	
Library List Pane	
File Name	
Save Button	
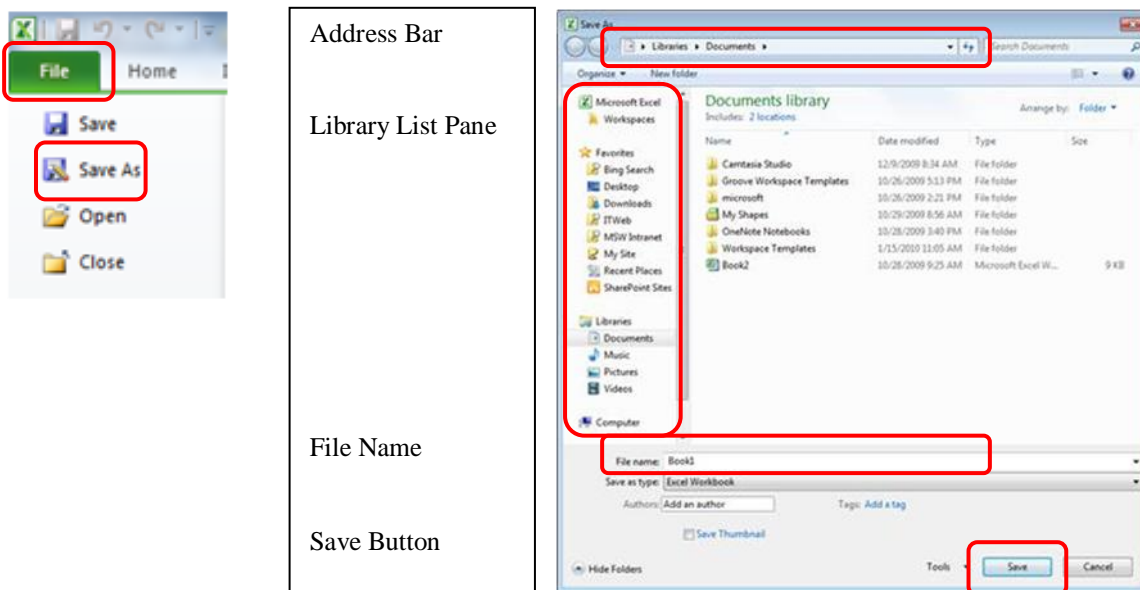
Rename a Document

To rename or make a correction to a document name, follow the steps used for saving a new document. Change one or more of the options as needed.

Save a Document

There are a few ways to Save a currently saved document after making changes, click on the:

- Save Button on the Quick Access toolbar
- File Menu tab, then the Save Option
- Use Shortcut keys (Ctrl+S) on the Keyboard. Hold the Ctrl and type the S key.