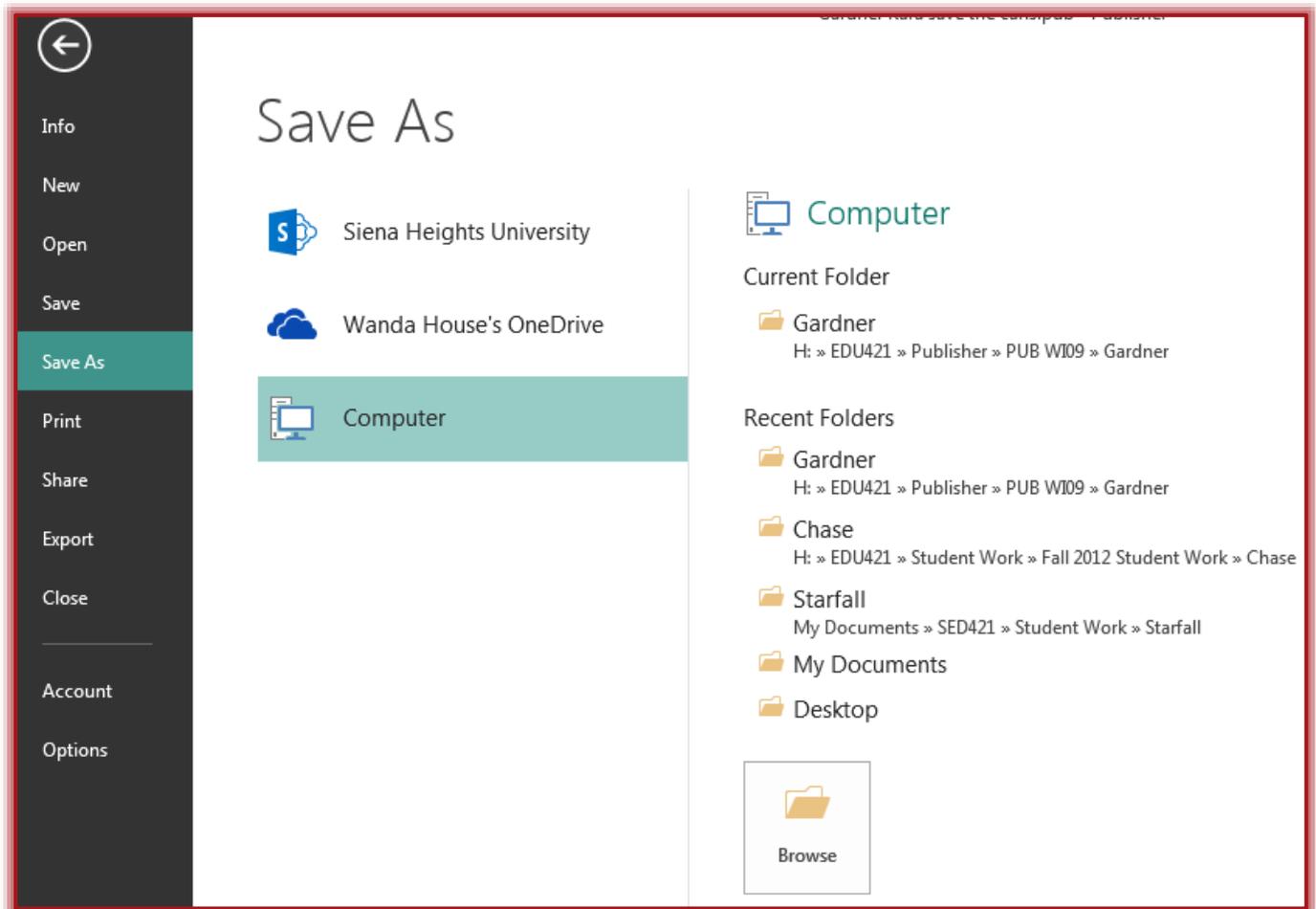


SAVE A PUBLICATION

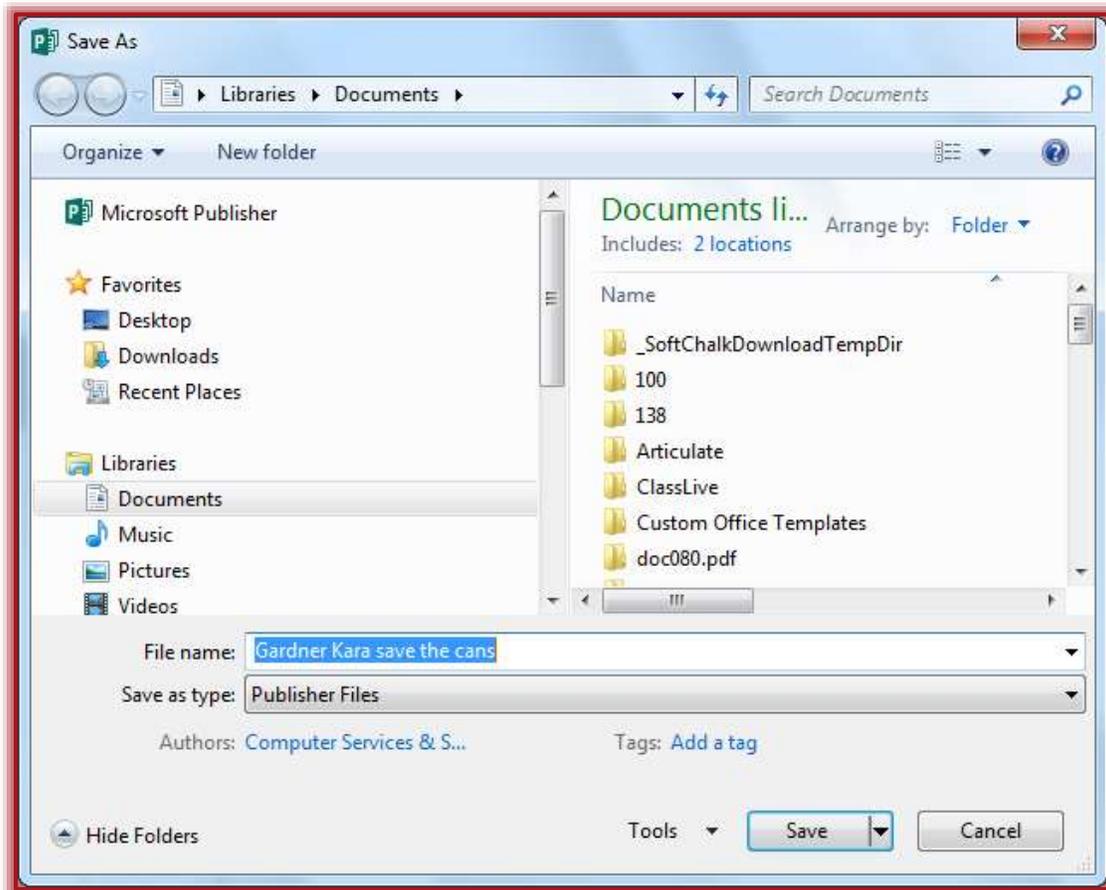
Saving a publication is a necessity. “Save it or lose it” should be your motto when working in any computer application. Publisher provides a unique feature that displays a prompt saying that a file should be saved. When the dialog box appears, click the **Yes** button to save the file.

Save the Publication

- ✦ Click the **File Tab** to open **Backstage View**.
- ✦ Click **Save** or **Save As** from the list of choices.
- ✦ The **Save As** window will display (see illustration below).

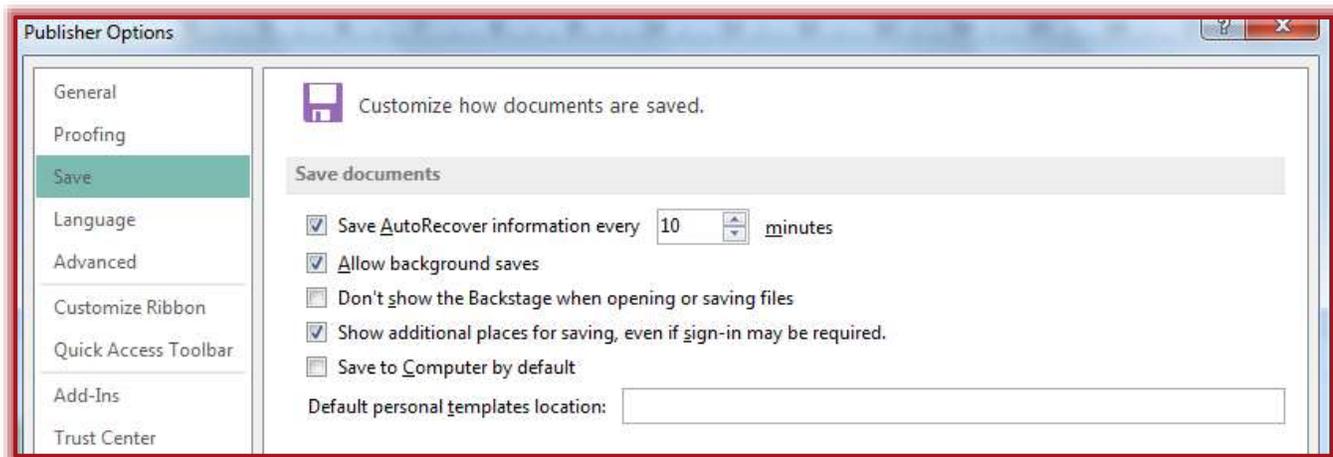


- ✦ Click the **Computer** link.
- ✦ A list of **Recent Folders**, such as My Documents, will appear.
- ✦ Select the location where the file is to be stored.
- ✦ The **Save As** dialog box will display (see illustration on next page).
- ✦ Type the name that is to be used for the file in the **File Name** box.
- ✦ If necessary, click the **Save As Type** drop-down arrow. The default for this program is **Publisher Files**.
- ✦ Select the type of file to be saved.
- ✦ Click **Save**.



Use AutoSave

- ✚ Click the **File Tab**.
- ✚ Click **Options** in the **Help Area** on the left side of the window.
- ✚ Click the **Save** tab.
- ✚ Click the check box beside **Save Auto Recover Info Every ___ Minutes** to place a check mark in the box.



- ✚ In the minutes box, click the spinner arrow to specify the number of minutes.
 - ☆ This turns the option on.
 - ☆ To turn the option off, click the check box to remove the check mark.

- ✚ Check the box for **Allow background saves**, if the item is to be saved in the background.
 - ☆ This turns the option on.
 - ☆ To turn the option off, click the check box to remove the check mark.
 - ☆ This means that you won't know when the AutoSave feature is saving the publication.
 - ☆ Uncheck the box if you want to be notified when the AutoSave feature saves the publication.
- ✚ Click the **OK** button to select all the options.