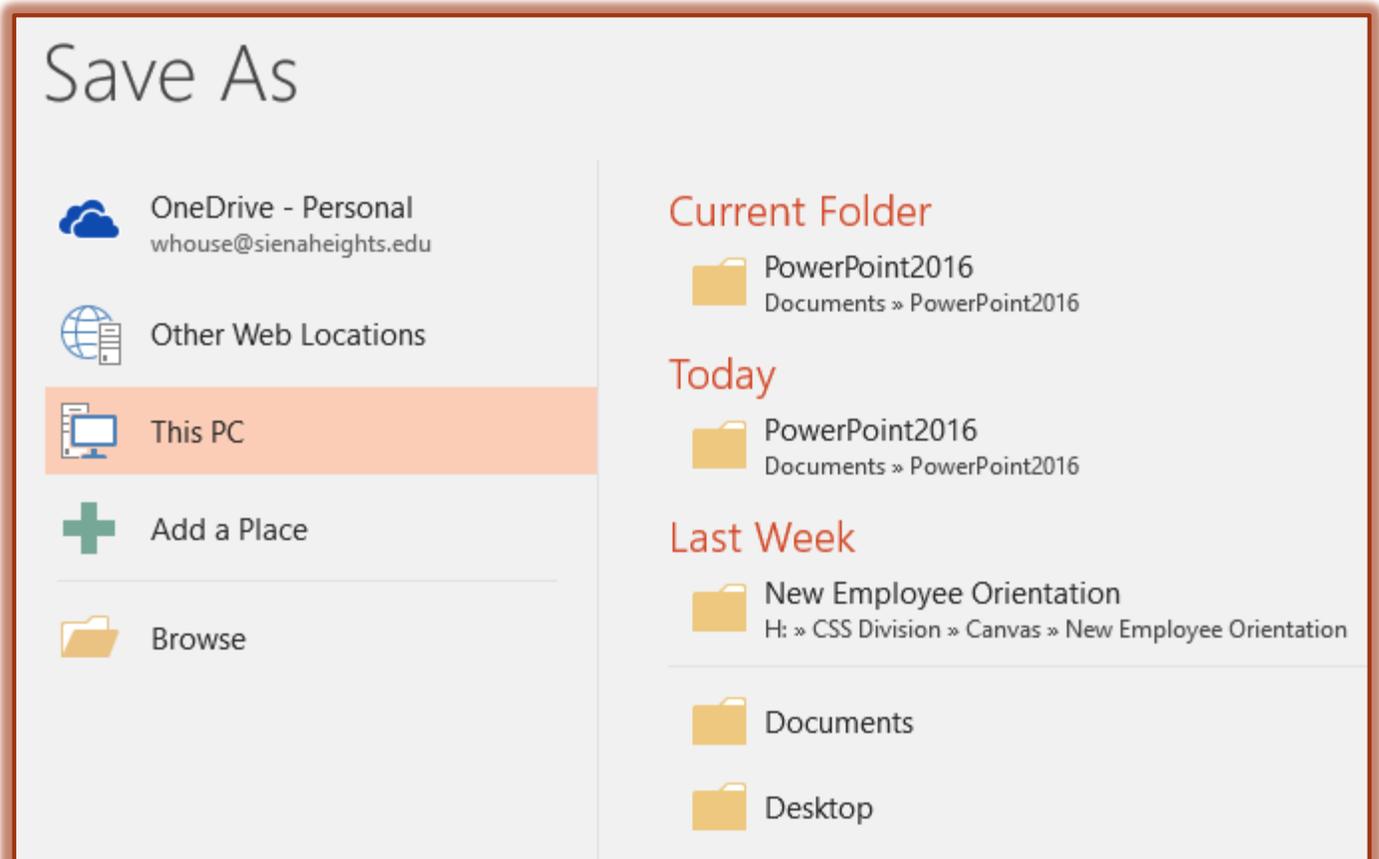


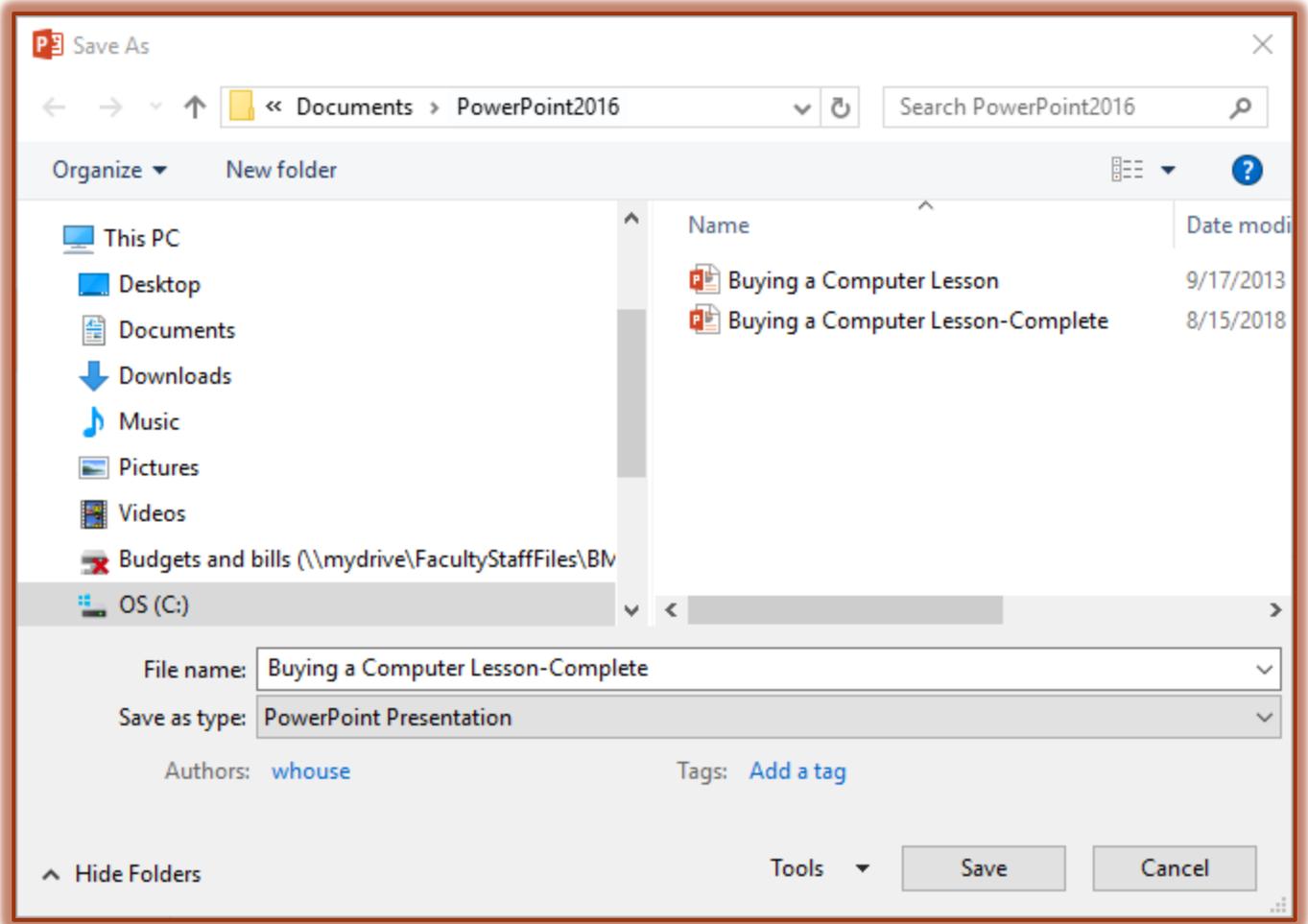
SAVE A PRESENTATION

Two features within the PowerPoint program can be used to save documents. The Save feature when accessed the first time, opens the Save As dialog box. When this button is clicked the second time, the current version of the document replaces the older version. The Save As feature always opens the Save As dialog box. When the Save As feature is used, it is possible to change the name of a document or to save the document to a different folder.

- ✦ Click the **File Tab**.
- ✦ Click the **Save** or **Save As** link.
- ✦ The **Save As** window will display.



- ✦ Select one of the available options:
 - ⊗ **This PC** - These are files that are located on the local computer.
 - ⊗ **Browse** - This option will display the **Save As** dialog box.
 - ⊗ **Other Folders** - These are folders that contain document recently open documents.
- ✦ Select the folder where the presentation is to be saved, such as your Network folder.
- ✦ In the **File Name** box, input a name for the presentation.
- ✦ The name should be something that explains what the presentation is about.
- ✦ The default **Save as type** for saving a **PowerPoint 2016 Presentation** is **.pptx** format.
- ✦ To change the default **Save as type**, click the list arrow and choose from the list.
- ✦ Click the **Save In** list arrow to choose a location for saving the document.
 - ⊗ The default location is **Documents**.
 - ⊗ Other locations can be specified by selecting a location from the **Save In** list.
- ✦ After all the options have been selected, click the **Save** button.



NOTE: After a presentation has been saved the first time, clicking the **Save** link under the **File Tab** will automatically replace the previous version of the presentation without prompting for confirmation.

NOTE: The **Save** button on the **Quick Access Toolbar** can also be used to save a presentation. The first time the button is clicked, the Save As dialog box will appear. After the presentation has been saved the first time, clicking the Save button will replace the older version of the presentation without prompting for confirmation.