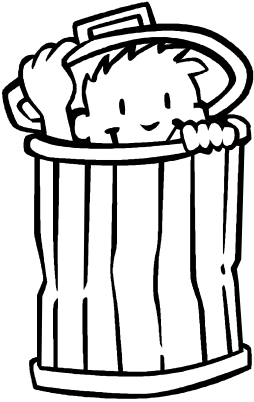


Save As



There are two types of saving:
Save and Save As.

Knowing when to use each one can be tricky!

REMEMBER,
YOU CAN'T SAVE TOO OFTEN!



MEMORY JOG

Complete the sentence using the correct list word.

closed

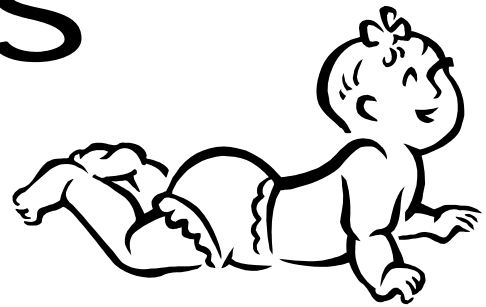
save

safe

_____ your work to keep it _____

Save As

gives your work a new *name*.



It's a bit like giving a *brand new baby* a name ...

Save As gives your *brand new baby* computer file a name!

Colour the odd one out. Always use **Save As** when you:

- 1 save a new, blank document;
- 1 name your new baby brother;
- 1 save a copy of a photo or picture;
- 1 save a file for the first time.



Tick for Save or Save As :	Save	Save As
Save a new, blank Word document.		
Finish the story you have been writing for 2 weeks.		
Copy a photo to warp it, but keep a good one.		
Close the report you type in every week.		
Save a PowerPoint file for the first time.		

Use this code to work out the secret message:

a	e	g	i	k	m	n	o	r	s	t	u	v	w	y
I	X	g	D	k	m	p	o	Y	h	B	z	l	C	y

z h X h l l X l h B o

g D l X y o z Y C o Y k

l p X C p l m X .