

## Opening a document on a floppy disc

1. Insert your floppy into the floppy drive. Click on the icon for the floppy drive.
2. A box will open and you will see the contents of the floppy.
3. Click on the document you wish to open.
4. Frequently save your document by following the directions below.

## Saving a document to a floppy

**Save your document often to a storage device to avoid losing your document.**

1. To save your documents to a floppy, insert the floppy into the floppy drive. Then, on the tool bar click on **File**. Move the cursor down and click on **Save As**.
2. A box will open. At the top of the box to the right of **My Documents** use the drop down arrow to view the options of where to save your document. Click on the floppy drive or A drive to save your document to a floppy disk.
3. Along the bottom of the box select a file name for your document. Then move your cursor to click on **Save**.

**Subsequent saves may be done by clicking on the floppy icon on the tool bar.**

