

## HOW TO SAVE A BACKUP COPY OF A DOCUMENT

- Insert a floppy disc into the A: drive
- Click on **File** on the top toolbar
- A menu will appear, click on **Save as**
- A box will appear and at the top it will say **Save in:**
- To save a backup copy onto a floppy disk it must say **3½ Floppy (A:)** in this box.
- If it does not you need to click on the downward arrow next to **Personal** and a list will appear.
- Choose **3½ Floppy (A:)** by clicking on it to highlight in blue
- This will then go into the **Save in:** box
- At the right-hand side of the box will be four small boxes: **Save, Cancel, Options, & Save version.** You need to select **Options**
- Select the **Always create backup** copy checklist box
- Click on **OK**
- Click **Save**