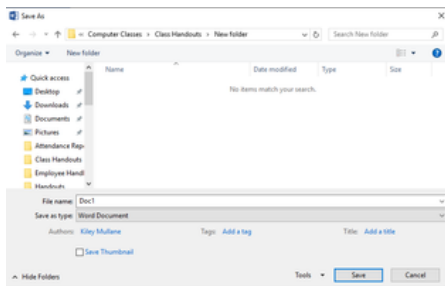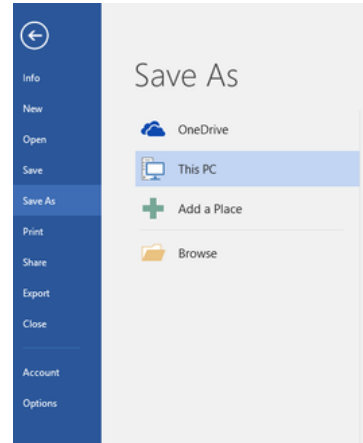# Saving & Printing Microsoft Word

To save your document, click on the File tab on the Ribbon and click Save or click on the Save icon on the Quick Access Toolbar.

Choose a location for your document; OneDrive, This PC, or
Add a Place.

Select This PC to save your document on your desktop or other computer files. To save to a folder, click once on the folder.

The Save As dialog box will appear once you select a location. At the bottom next to File Name, type a name for you file. Then click the save button to save the file and close the dialog box.

To print your document, click on the File tab on the Ribbon and click on Print.

The Print menu will appear. Select the number of copies as well as printer destination from the drop down menus.

The Settings allow you to modify the Orientation, Page Size, Margins, select which pages to print, double sided printing and more.

Finally, select the Print square to print your documents.