

METHOD

To save a new notebook:

1. From the File menu, choose Save.
or
1. From the File menu, choose Save As.
2. If necessary, select the desired drive and folder.
3. In the Save File window, in the File name text box, type the filename.
4. Choose Save.

EXERCISE

In the following exercise, you will save a new notebook.

1. From the File menu, choose Save
The Save File window appears.
2. In the Save in drop-down list, select the **Spsheet** folder on your H:\ drive
3. In the File name text box, select the existing text, and then type **Exercise 1**
4. Choose Save
The notebook is saved in the Spsheet folder, and the filename appears in the title bar as Exercise 1.wb3.

END