

## Save and Recycle Documents

✓ Documents can be saved in different formats, some of the most common including:

-Word - .doc

-Rich Text -RTF - .rtf

-Adobe PDF - .pdf

✓ To save a document to the desktop:

- Click on “**file**” and “**save as**”.
- Select “**desktop or file location such as A, B, C drive**”. If you are saving to a flashdrive select scandisk, file f, or file e.
- Click “**save**”.

✓ To remove document from the desktop (always do this when working on a public computer), click on the document and drag it to the recycle bin.