# Save a document

3PixelRule.tiff ¬

600154_12ptHevBlk.tiff ¬   Choose Printer from the main menu.
735099_12ptHevBlk.tiff ¬   Choose Save from the Printer menu.
03_12ptHevBlk.tiff ¬   In the Save panel, open the folder you want to
put the file in and name your document.    04_12ptHevBlk.tiff ¬   Click
OK.

359868_PixelRule.tiff ¬

485311_CheckMark.tiff ¬   To name a new document and put it in a
    folder, you must
    save it.

6560_CheckMark.tiff ¬ You can also replace a file with the one you're
    saving. Select the file you want to replace and click OK. In the
    panel that asks if you want to replace the file, click Replace.

559133_CheckMark.tiff ¬   When you click OK, the panel closes and
    the file is saved in its folder. The name of the file appears in the
    window's title bar.

53781_PixelRule.tiff ¬

## See also

;../../Tasks/Basics/CreatingNewDoc.rtfd;;¬   Create a new document
;SaveAs.rtfd;;¬   Save as another document

;Close.rtfd;;¬ Close a document