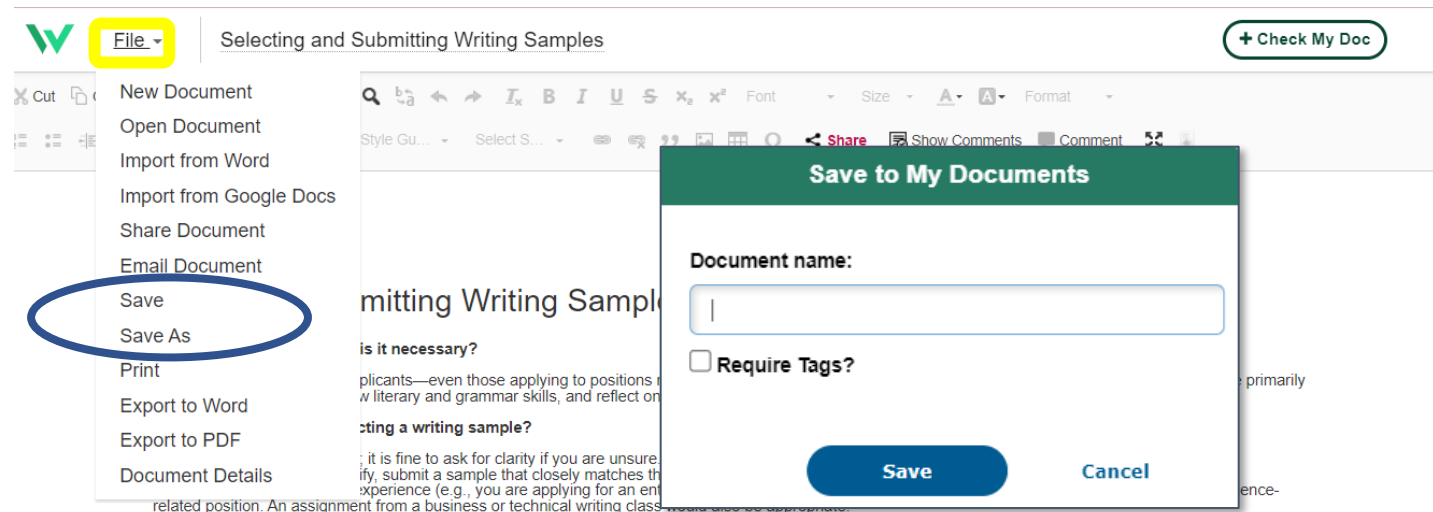# Navigating **IntelliWriter**™
Save a Document

Save a document: When you are ready to save a document, you can save by clicking File and click either save or save as. The system will automatically save any document you are working on every 30 seconds. If you have not named the document the system will automatically save it as "Untitled."