

## MAC LESSON #35

### SHORTCUT TO SAVING THINGS TO THE DESKTOP

I often have occasion to save documents and files to my Desktop so it's easy to find and identify. There is a process you go through that includes telling the Operating System exactly where to save your work. While the default Save As location is your Documents folder, saving to the Desktop is really easy. Here's how it's done.

When the Save AS window is open, give your document a name and then just hold down the Command key and press the letter "D", and the "Where" section defaults to your Desktop. Click on Save and you're done.

