

# Saving and exporting work

You need to:

1. **Save** your work as a **PhotoPaint** file so it can continue to be edited
2. **Export** your work as a **JPEG** so you can use it somewhere else – PowerPoint, a website etc...

Both of these steps are **essential**

# Saving and exporting work

## Saving work as a PhotoPaint file:

1. Click **File > Save As**
2. Check that you're saving in your **OneDrive**
3. It's best to save your work **in a folder** where you can find it easily
4. Give the file a **sensible name** – **man edit v1** for example
5. Save the work

# Saving and exporting work

## Exporting work as a JPEG:

1. Click **File > Export**
2. Check that you're saving in your **OneDrive**
3. Change the **Save as type** drop down to **JPEG**
4. Give the file a **sensible name** – use v1, v2...
5. Click **OK**
6. A pop up appears – click **Save Flattened**
7. A large pop up appears – click **OK**