Excel 2019 with JAWS
Saving a Workbook

By default, workbooks that you save are stored in the **Documents** folder on your computer's hard disk. This location is where Microsoft Excel is set to look when opening a workbook. This is ideal, as it can make finding and opening workbooks quick and easy!

When you save a workbook in Microsoft Excel, the location of the cursor will also be saved. For example, if the cursor is in cell D23 when you save the workbook and you then close it, the next time you open the workbook, the cursor will be in cell D23. This is not really a major problem, however, it is recommended to first move the cursor to cell A1 before you save and close a workbook, as it makes working out where the cursor is upon re-opening the workbook a whole lot easier!

To save a workbook to the **Documents** folder on your hard disk, in conjunction with JAWS, follow these suggested steps:

1. With the workbook to be saved open and on screen, Press **CTRL and HOME**. Upon doing this, the cursor will be moved to cell A1 in the current worksheet.

2. Press **F12**. Upon doing this, the **Save As** dialog box will be displayed. Focus will be in an edit/combo box labelled **File name**. A suggested name will be present and selected. This will almost certainly be **Book1**.

3. Press **DELETE** to remove the suggested name and then type a new name for your workbook.

4. When you have specified a name for your workbook, press **ENTER**. Upon doing this, the **Save As** dialog box will close and focus will return to your workbook.

That's it, your workbook will now be saved in the **Documents** folder on your hard disk! The name of the workbook will be displayed on the **Title Bar**. To read the contents of the **Title Bar**, press the JAWS command **INSERT and T**.