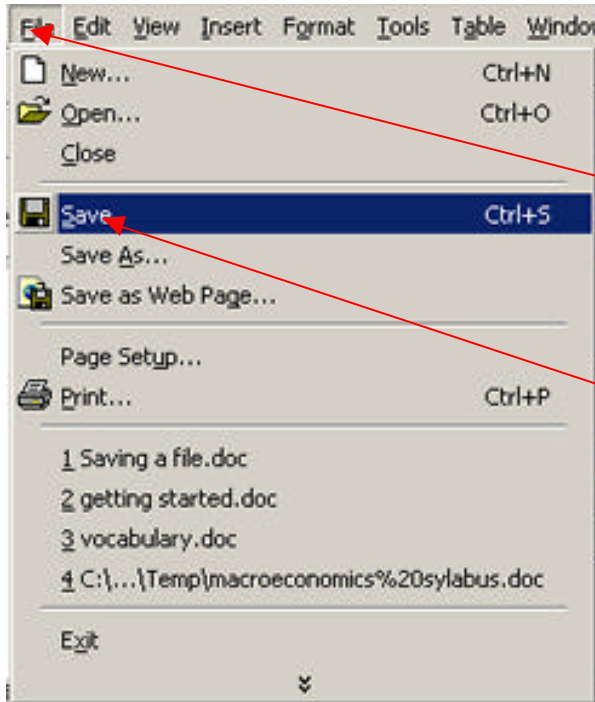


## Saving a file

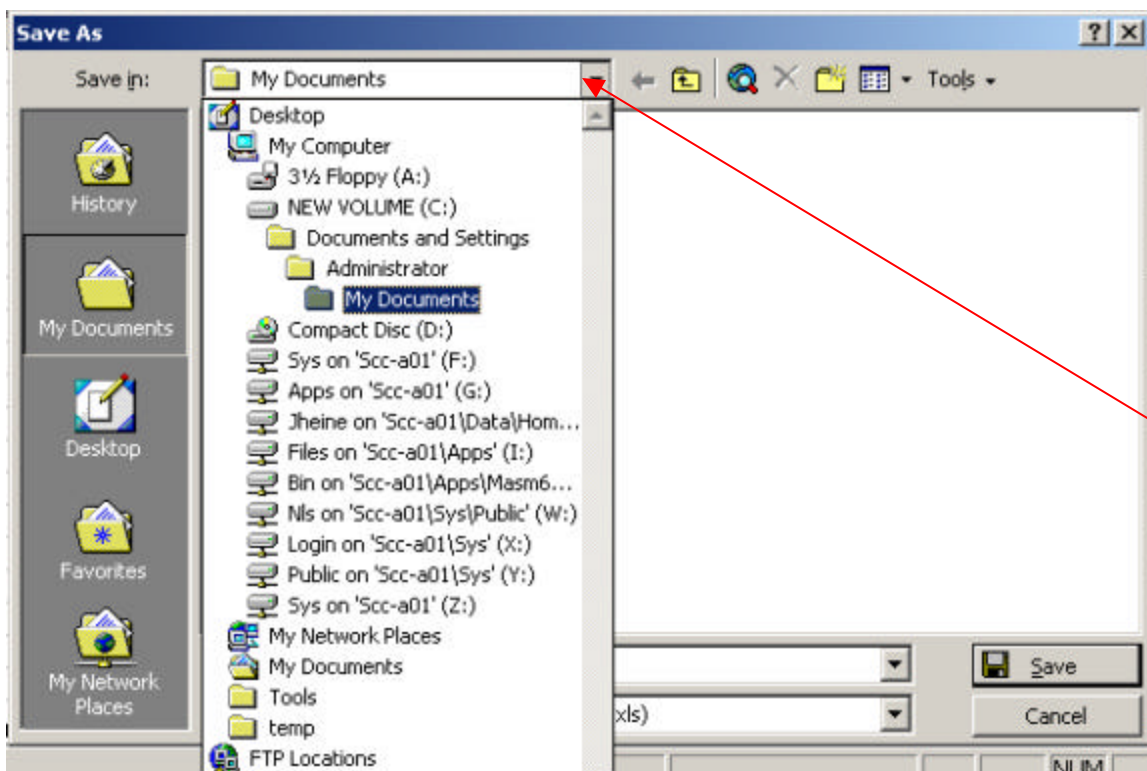
Point to the word “file” in the upper left hand corner of the screen with the mouse and click once. A menu will drop down.



click here

Point at the word “save” with the mouse. When “save” is highlighted, click the left mouse button once.

Next, a save menu will open, which will ask you where you want to save the file, and what name you would like to give the file. First, point at the arrow next to the “save in” box and click once.



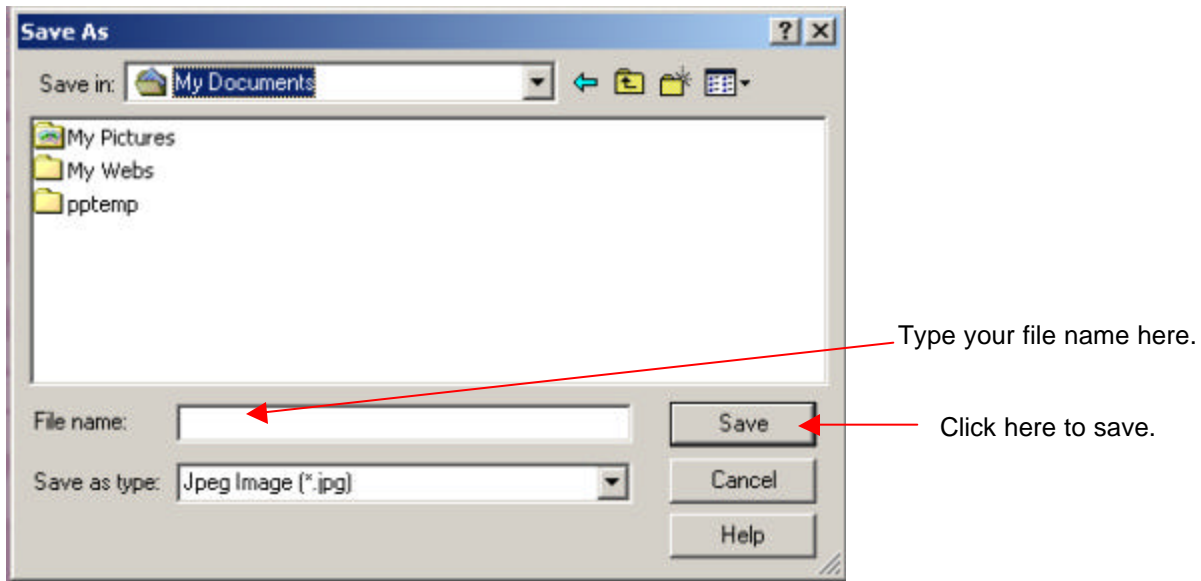
click here

From this menu, select the location in which you would like to save the file by pointing at that location with the mouse until it is highlighted and clicking once.

- If you are saving on a floppy disk, choose “3 ½ Floppy (A:)” from the menu.
- If you want to save it on the desktop, choose “desktop” from the menu.
- If you want to save on the hard drive, choose “(C:)” from the menu.
- If you want to save to your H drive, choose the drive that has your name next to it.

After you choose the drive that you want to save on, you may want to organize your files by saving to a specific folder. See the section on creating folders for more information on this.

Next you will need to type in the file name in the box at the bottom of the save window next to the words “file name”. Most programs will automatically apply the correct extension to the file name, so there is no need for you to do this.

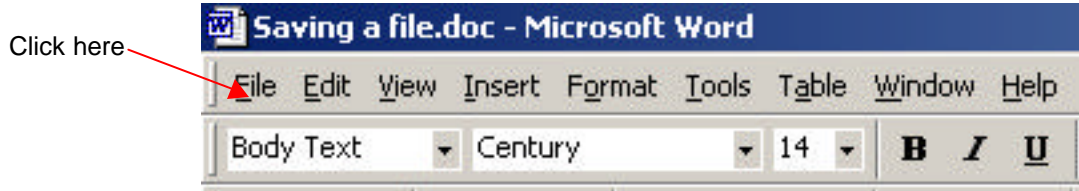


Finally, point to the button at the bottom of the window that says “save” to finish saving the file.

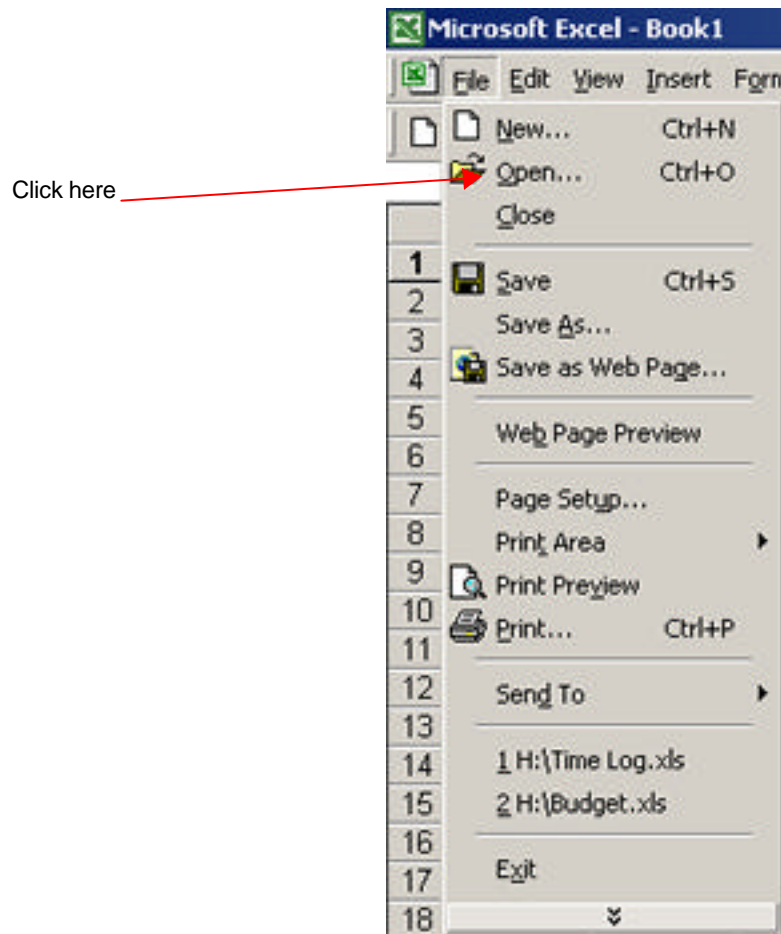
The first time you save a file you will have to tell the computer where to save and what to name the file. Each time you save after that the computer will automatically save changes under the save file name and in the same location.

## Opening a Saved File

To open a file, open the program that the file was created in (example: Word, Excel, Photoshop), then point to the word “file” in the upper left hand corner.



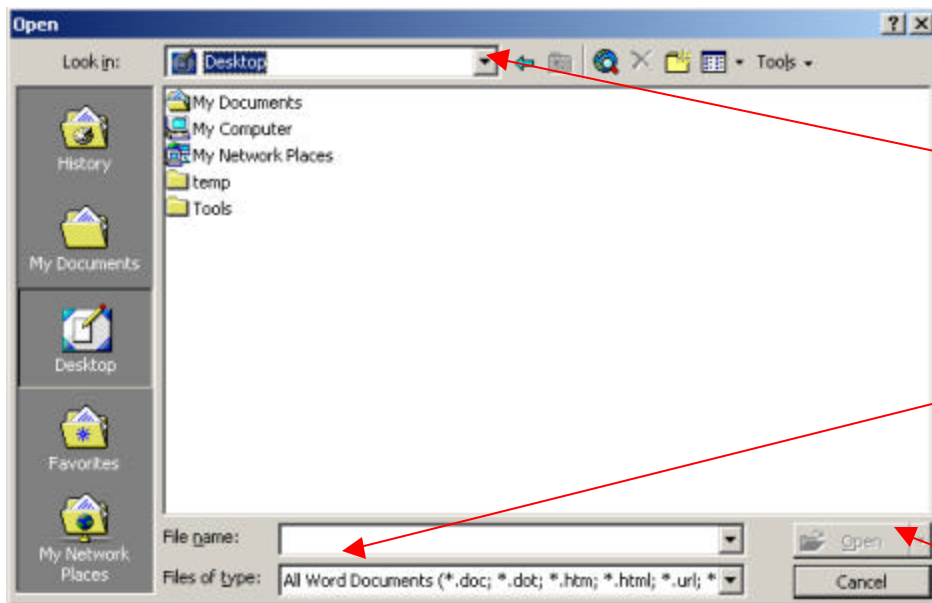
Next, drag the mouse down to the word “Open” and click one time.



Next, a menu will open that allows you to navigate to the saved file. Do this by clicking the arrow at the top next to “look in”, then choose the disk where the file is saved.

- If your file is on a floppy disk, choose “3 ½ Floppy (A:)” from the menu.
- If your file is on the desktop, choose “desktop” from the menu.
- If your file is on the hard drive, choose “(C:)” from the menu.
- If your file is your H drive, choose the drive that has your name next to it. You must be logged on to save to your H drive.

When you find your file, highlight the name of the file, and then click the button that says, “open”.



1. Click here to find the folder or disk where the file is located.
2. Once the file is found highlight the file so that it appears here.
3. Once the file name appears in the box click here.