



File Saving Basics

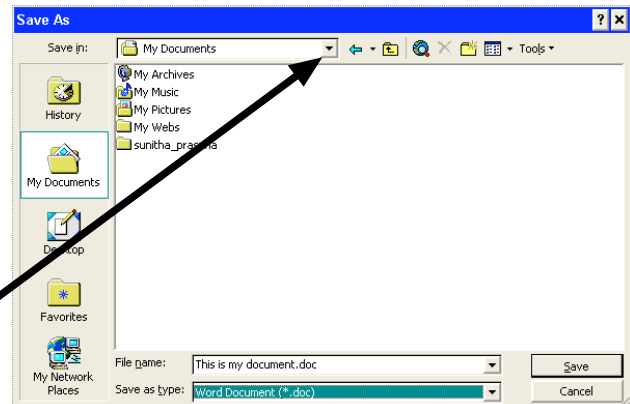
When saving a file, make 2 decisions:

- 1 - **NAME** (usually include student name and topic)
- 2 - **LOCATION** (in the specified folder - following the “path”)

Vocabulary:

PATH = directions explaining how to find a desired location (folder/directory for file saving)

DOWN ARROW = The arrow on the file saving popup menu at the top of the window - specifies the selected location.



General Suggestions

- 1- Train students to always save their file **FIRST** when starting
- 2- When possible have students save on the **NETWORK** either in their home directory or in a shared folder for their class and assignment
- 3- When starting a project in the computer lab, consider having all students **WAIT** before clicking the **SAVE** button until you see their screen. You are going to verify:
 - 1- They have the correct location specified at the top of their saving window
 - 2- They have typed an appropriate file name