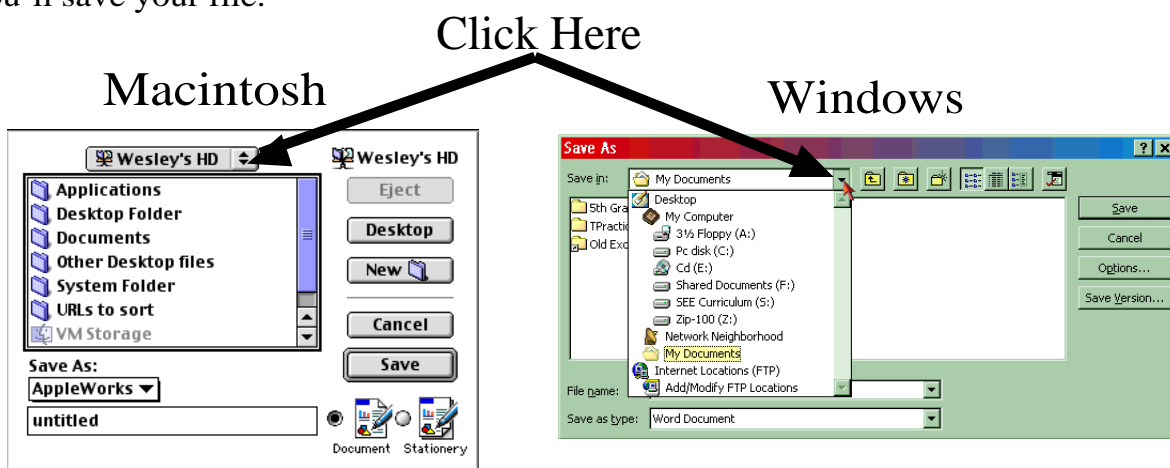


FILE SAVING: The Foundation of Computer Use

Learn and teach students to save a file **IMMEDIATELY** after you start working on it. Then save every 10 minutes or so as a matter of habit to protect against crashes.

When saving a file, you must make **TWO DECISIONS**:

1) **LOCATION**: Where are you going to save the file? Click on the pop-up menu at the top of the file saving window to choose the hard drive (volume) and folder where you'll save your file.



2) **FILE NAME**: What are you going to name the file so you will recognize it again when you're looking for it? Replace the word "untitled," "Document 1," or whatever is entered in the file name space at the bottom of the file saving window and type the name you want. Avoid special characters like *\$#% etc. and do not end the file name with a period.

SAVE OR SAVE AS?

Choose **FILE - SAVE AS** when you are changing a file's NAME or LOCATION. (If you have never saved a file before you are changing it's name/location by defining it for the first time.)

Choose **FILE - SAVE** thereafter. The file will be saved with the same name at the same location you specified previously.