

Naming and Saving a Document

Your document, called "Document 1," is stored in your computer's temporary memory. Until you name it and save it to a disk, it can be lost if you have a power failure or computer hardware problem. It's always a good idea to save your work frequently.

The first step in saving a document for future use is to give it a *filename*. Filenames can be up to 255 characters long and are generally followed by a period and a three-character extension. Filename extensions are used to distinguish different types of files. For example, Word documents have the extension **.doc** and Excel worksheets have the extension **.xls**. Use Save As when you name and save a document the first time or when you save an existing document under a new name. Use Save to resave an existing document as you key and edit.

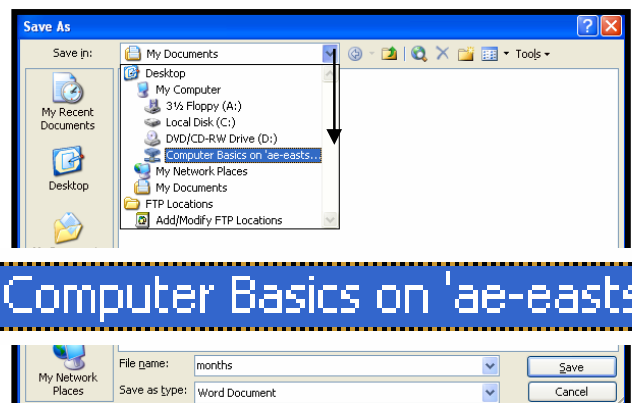
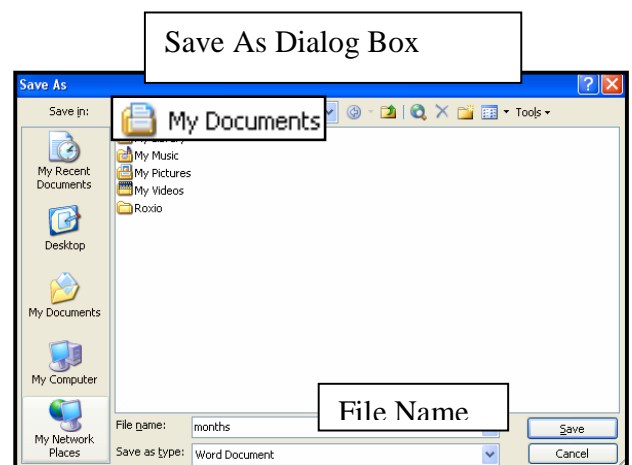
Before you save a new document, decide where you want to save it. Word saves documents in the current drive and folder unless you specify otherwise. For example, to save a document to a floppy disk you need to change the drive to A: or whichever is appropriate for your computer.

NOTE: Your instructor will advise you on the proper drive and folder to use in this course.

EXERCISE


Name and Save a Document

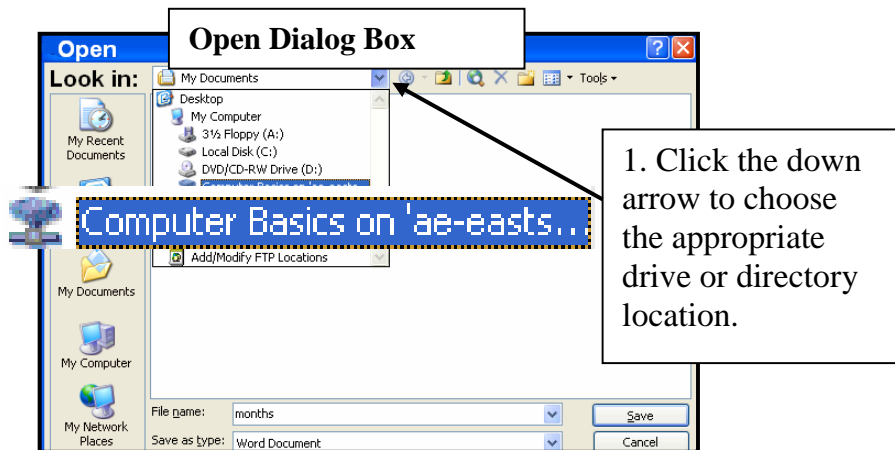
1. Click **File** to open the File menu and choose **Save As**. The Save As dialog box appears.
2. In the **File Name** text box, a suggested filename should be highlighted. Replace this filename by keying **months**. You don't have to key the filename extension, **.doc**. Word applies the extension automatically.
3. At the top of the dialog box, click the down arrow in the Save In box and choose the appropriate drive for your data disk
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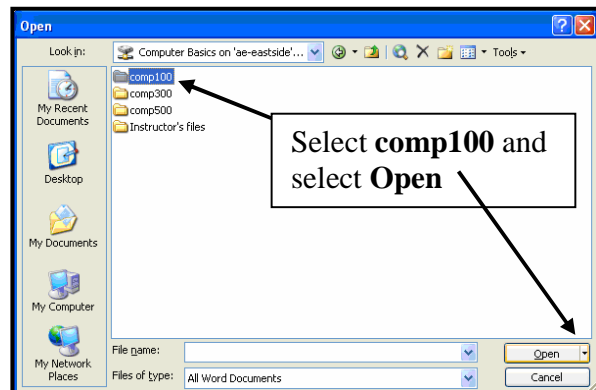
OPEN AN EXISTING FILE ON THE NETWORK

A. Use the Open Command

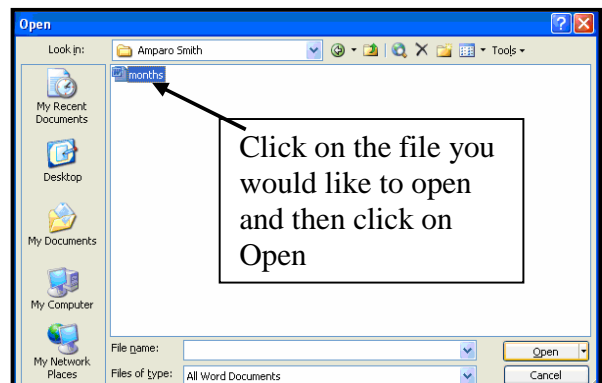
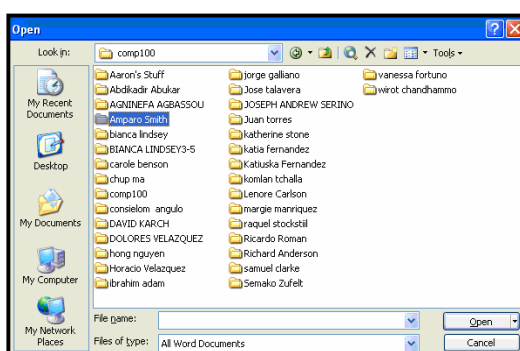
- 1) Open the program you used to create the document. You can use the Start menu or an icon on the desktop.
- 2) From within the program, choose **Open** from the **File** menu, or click on the  Open button or use the keyboard shortcut for open, which is **Ctrl-O**.
- 3) In the **Open Dialog Box**, tell the computer to look in the **Computer Basics on 'ae-eastside,**



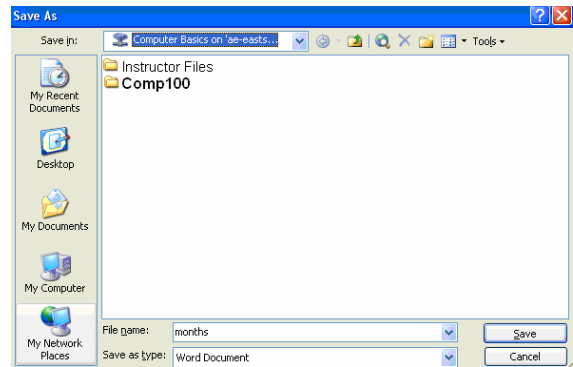
- 4) The drive will show a list of folders. Click on the one you would like to open and then click on Open



- 5) Find your folder with your name and last name on it and click open (or press Enter or double click).



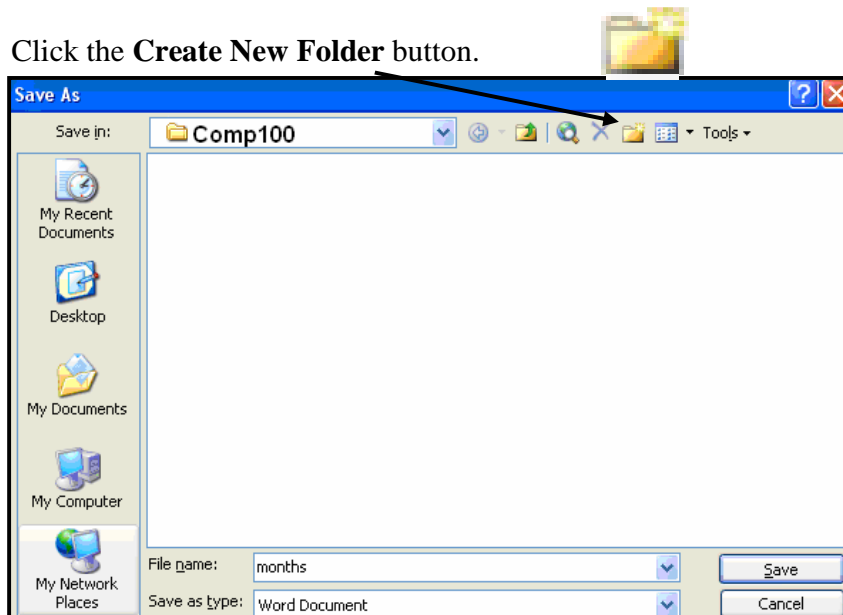
4. Select the Folder “**Comp**” and press the **Enter** key.



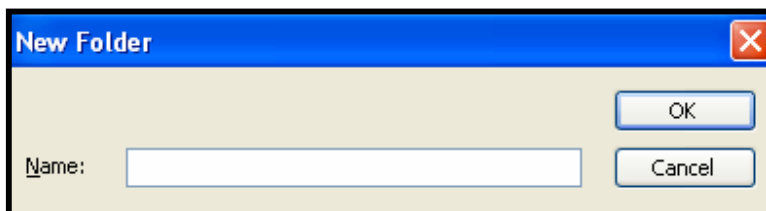
Creating New Folders from Within Applications

When using Windows savvy programs, you will create new folders while saving a document. For example, suppose you write a letter to a new client and when you get ready to save the letter, you wish you had new folder specifically for that client’s documents. You can create the new folder right from Word’s Save As dialog box. Here are the steps (use the Save As command in any Windows -savvy programs).

5. Click the **Create New Folder** button.



6. Key the name of the new folder. Key your first and last name.



7. Click OK.
8. Windows will create the folder.
9. Click Save. Your document is named and saved for future use.

CREATING, NAMING AND SAVING DOCUMENTS

1. Using Microsoft Word, start a new document key the text shown in Figure 1-10, including the mistakes. When you finish save the document as: **1-10** in your folder, located in the Comp____. Close the window.

FIGURE 1-10

TO THE STAFF

Duke city travel has just celebrated another anniversary in the travel business. The agency has proudly served over 45,000 area residents bussiness travelers, and visitors New Mexico from allover the word. Duke city gateway has been at its current location 25 years.

Key your 1st and last name here
1-10

2. Using Microsoft Word, start a new document in which you are going to key the days of the week. Save the document as: **1-11** in your folder, located in the Comp100. Close the window.
3. Using Microsoft Word, start a new document in which you are going to key the months of the year. Save the document as: **1-12** in your folder, located in the Comp100. Close the window.

Editing the document **1-10**

→ (indent) TO THE STAFF

Duke city ^{Gateway} ~~travel~~ has just celebrated another anniversary in the travel business.

The agency has proudly served over 45,000 area residents bussiness travelers, and visitors ^{to} New Mexico from [#] allover the word. Duke city ^g gateway has been at its current ^{co} location 25 years.

Key your 1st and last name here
1-15