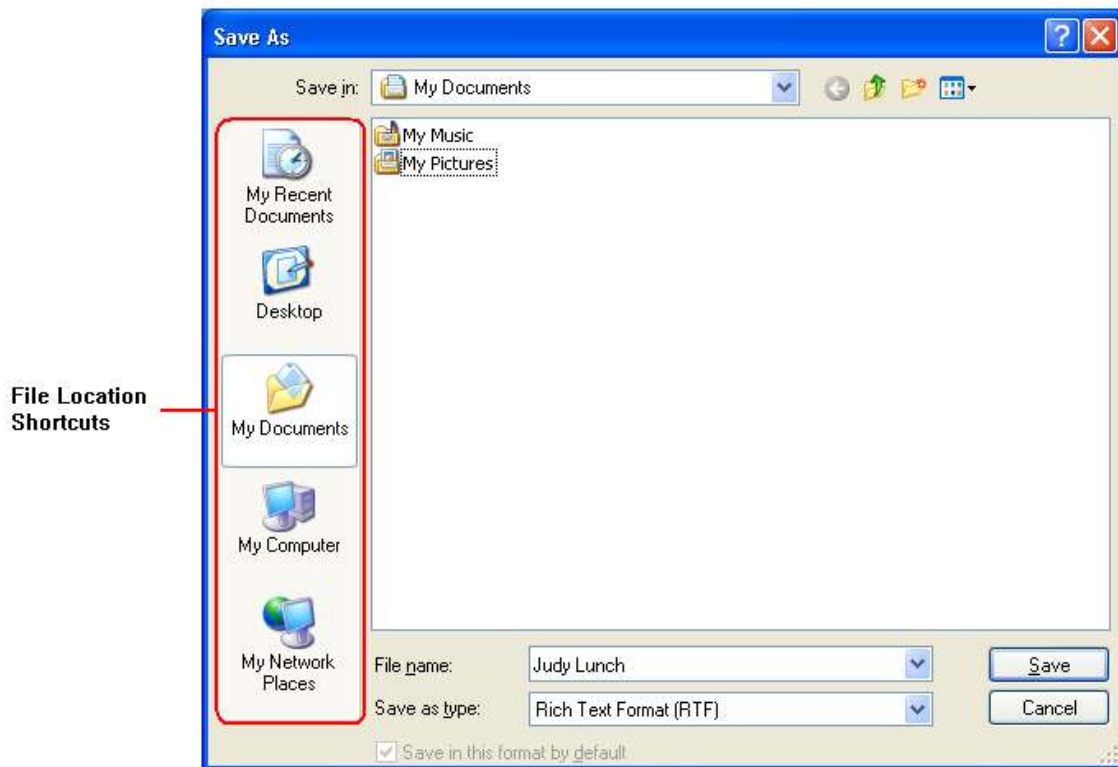


## Save a File

Now that you have created a simple file using a program called “WordPad” that’s included with Windows, lets name it and save it to your “MY DOCUMENTS” folder so that you can add to it later. Move your arrow to “FILE” upper left hand corner of “Wordpad” window and left click. Move your arrow down to “SAVE” and left click. A window called “SAVE AS” will open. The “Save As” window is called a dialog box. The computer needs to know where to save your file, what you wish to call it, and what type of file you want to save it as. So the computer opens a dialog with you so you can supply this information. You will use this window every time you save a file, document, or a picture for the first time. Let’s take a look at the parts of this window.



When saving a file you must decide where you want to put the file. On the left side of the Dialog Box there are a series of shortcuts to common locations for saving files. The most common location would be in the “My Documents” folder. Try clicking the various location shortcuts, and watch what happens in the “Save in” box.

If you click the down arrow in the “Save In” box, you will see the same choices for saving your files as our shortcuts on the left. I recommend that you choose to save your documents in the “My Documents” folder. This way, all your files that you have created are in one place. If you want to have a copy of this file that can be moved to another computer, you could choose to save it to the floppy disk. You can

find this location by clicking on the “My Computer” Icon on the left shortcuts, or by clicking the down arrow in the “Save In” drop down box.

For now choose “My Documents.” Simply click the “My Documents” icon in the left shortcut menu. We now have “My Documents” in the “Save In” box. We must next name the file in the “File Name” box. Right now it is “highlighted” and reads “Document.” Push down your backspace key on your keyboard. This will delete any highlighted words. Now type in your file name “JUDY.” Click the “SAVE” button. You have now saved the “Judy” file to “My Documents”.

Lets Review. “Save a File”

Choose “MY DOCUMENTS”

Backspace the highlighted area in “FILE NAME” box

Type “JUDY LUNCH” in File Name box

Click “SAVE”

**HIGHLIGHT...**is when you tell your computer exactly what part of the sentence , paragraph or word you want to delete. This is also called “Selecting” the text. We use highlighting or selecting for other things as well but lets just stick with deleting a sentence right now. You can highlight a single letter, an entire novel or anything in between.

To Select some text, put your mouse pointer at the end of the information or sentence you want to highlight and hold down the mouse button. Drag the “**cursor**” straight across to the left side of the page and that line will highlight. If you want the next line up also highlighted continue to hold the mouse button down and continue to drag the cursor straight up the left hand side of the page. Release the mouse button and those two lines will stay highlighted. To delete the highlighted sentences just push down the “backspace” key on your keyboard.

“Tip”...If you change your mind after deleting the highlighted sentences, just hold down the keys “CTRL+Z” and your highlighted sentence will return.

**CURSOR...**the cursor only appears when you are ready to type text or numbers.

The cursor and mouse arrow are different and perform different tasks. The cursor can be moved by using the up and down keys on your keyboard or by clicking your arrow in a different spot on your screen. The cursor is the little blinking line that shows where the next letter will appear when you start typing.