


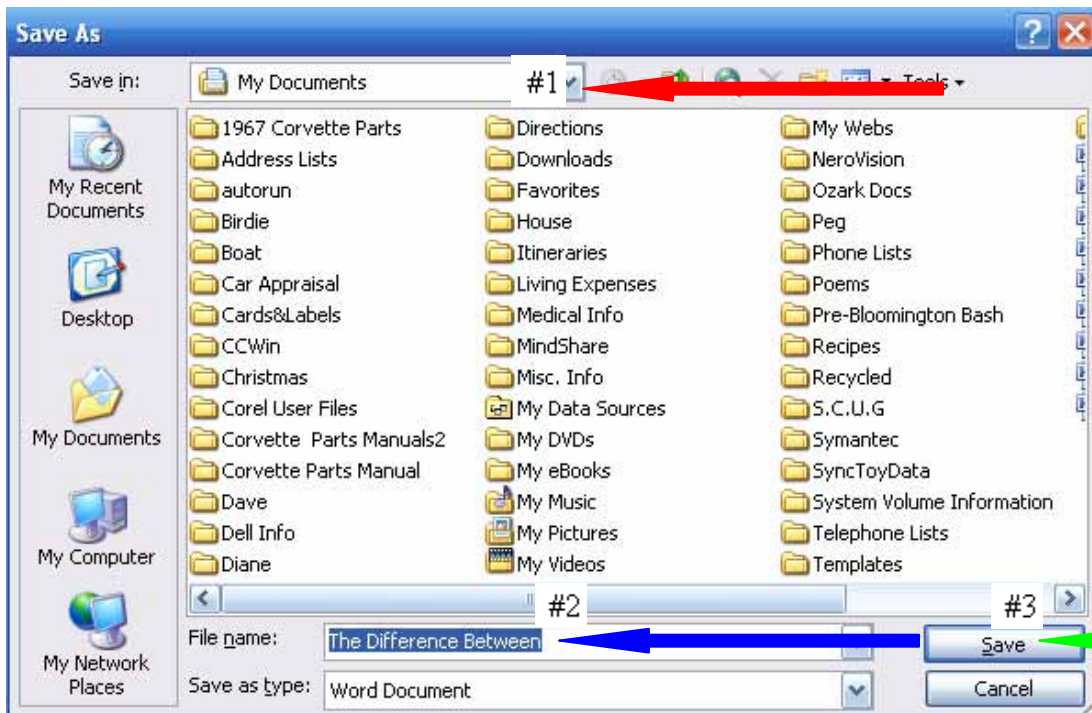
How to Save a Document - XP

The first time you save a document either use the “Save As” command found under File on the menubar. (It’s suggested that you save your document at least at the end of every paragraph or every few minutes.)

Or

Click on the  “Save” icon in your toolbar.

Either one will give you the “Save As” window below the first time you use it:



#1 = 

In the Save in: box - you have to decide where you want to save the file. The first time the document will automatically go to the My Documents file. If you don’t want to save the document in My Documents use the drop down menu to navigate to save the document in another place, such as a folder you already specifically made for the document or on another drive, flash drive etc. In the future the computer will save the document to the last place you saved it.


#2 = 

In the File name: box - type the name of the document.

Notice that the Save as type: box - it will automatically save as a Word Document if you are using Word.

#3 = 

Click on the Save button.

From now on when saving this document you can just click on the  “Save” icon and the computer will automatically save the most recent copy of the document to the original location you chose. You will not see a window.

If you want to make changes to your document and keep the original the same go to File and go to “Save As” and you can re-name the document. For example if your document was originally named “How to Catch a Bear” you can re-name it to or type in “How to Catch a Bear 2”.

Another Way to Save Documents

Start in the folder where you want the document saved. Ex. My Documents, Ozark Docs.

Right click on any blank space.

Go up to New.

Find the application you want. (Ex.) Microsoft Word Document

Double click on it to open.

Type.

Go to File in menubar

Drop down to Save As. Name it. (The computer will always save the document to where you started it.)

Briefcase

Start in My Documents

Right click on any blank space.

Go up to Briefcase

You will get a New Briefcase icon. Name the new Briefcase

Double click on New Briefcase icon and follow directions for the Welcome to Windows Briefcase.

