

Create/Save a File

Open the word processor to create a blank word processor document. Most word processors will open up and provide you with a blank document to start with. Other programs may simply open, and you'll click **File > New** to create a new file.

Type what it is you want to type (e.g., a letter). Press **Enter** if you need to add space between paragraphs. Use the Arrow Keys on the keyboard or click with the mouse to move the blinking cursor (a.k.a. "insertion point" or where your text gets inserted) from one place to another in the document.

Save

1. Click **File > Save**; the **Save As** dialog box opens.
2. Type a name for your file in the **File Name** box
3. Click the **Save** button.

The first time you save a file, **Save** and **Save As** are the same thing: each brings up the **Save As** dialog box that enables you to save the file:

- (1) by a specific name (**File name:** box)
- (2) in a specific location (**Save in:** box)
- (3) as a specific file format (**File type:** box)

As the location and format will be suggested by the program (see "Three Aspects of Saving a File" to the right), you mostly need to concern yourself with naming the file.

Note: Save your file again and again while you're working on it to avoid losing work if the power goes out or something unexpected happens with the computer. After you save the file the first time, saving is simple because the dialog box doesn't open; when you re-save, the program updates the same file you created with the first save.

If you close the file and later return to it, it will open in the state it was last saved. You can continue to make changes to the file, and use Save if you want to update the file to retain the changes you've made.

Save As

After you've saved a file one time, to save the file (1) by a different name, or (2) in another location (e.g. onto a floppy disk), or (3) as a different file type, click **File > Save As**. If the **Save in** box is set to **My Documents** and you want a different location, click the down-pointing arrow to the right of the **Save in** box (called the **Browse** button), then find and select (click) **3½ Floppy (A:) drive** (or whatever other location you want). Be sure you insert a floppy disk in the drive if that's the location you're using.

Three Aspects of Saving a File

1. File Name

Q: What do you want to call the file?

A: A name that means something to you, so that when you come back to it later, you'll see the name and know what it is. Avoid using special characters (like * / \ .)

2. Location

Q: Where do you want to want it to be?

A: My Documents, or a folder you've created. Many programs have default locations they've been designed to use.

3. File Type

Q: What kind of file should it be?

A: It depends on the situation. Many programs have a default file type (e.g., Word will automatically save the file as a Word document). Generally, save pictures in JPEG format.

Print

1. Click **File > Print**.
2. (optional) You have the option of making changes to the print settings at this point, e.g. specify more than one copy, or use a different quality, or use a different printer (if you have more than one). Default settings are generally to print one copy of the whole document using your printer's default settings. Click the **Properties** button for your printer to specify a different quality setting or paper size/type.
3. Click the button that says **OK** or **Print**.

Note: Save your file before you print it! Otherwise, if something unexpected happens with the computer, the file might not print, *and* you'll lose the work you've done in the file.

Also, the program you're printing from may have a Print button on the toolbar (it would look like a little printer). In many programs, clicking this button will send the job directly to the printer using the default settings, which won't give you the opportunity to change any of those settings for the print job.

Create a Folder

This is a simple way to create a folder anywhere in your computer. You can do this on the **Windows Desktop**, or inside **My Documents**, or anywhere else in your computer. Examples: create a new folder from an open window, an **Exploring** window, or a **Save** dialog box.

1. **Right-click** where you want the folder (do this on open space, not on an existing icon)
2. Click **New > Folder**.
3. Type a name for the folder
4. Hit **Enter** to lock in the name, finishing the process

Example: To create a folder within My Documents, first open My Documents. Then **Right-click** in the white space in the My Documents window, and click **New > Folder**. You'll get a folder with a temporary name "New Folder." The name of the folder will be highlighted. Just start typing (don't click anywhere first) to name the folder, and hit **Enter** when you're done typing the name.

Delete a File or Folder

To delete a folder or a file, be looking at the folder or file where it lives – on the desktop or in My Documents or wherever. Don't have the file open (if the file – say, a document – is open, close it, and then open the folder in which the file resides, if it's not open already). You may be able to delete a file from within a program, by clicking **File > Open**, and then following the usual steps below.

1. click the file (or folder) (don't double-click, which opens the file/folder. if you accidentally double-click, close the file/folder and begin again with a single-click)
2. press the **Delete** key on the keyboard
or click the **Delete icon (X)** on the toolbar
or click the **File** menu and click **Delete**
or **right-click** the file and click **Delete** in the right-click menu.
3. you'll see a little window appear asking, "Are you sure . . .?" Click **Yes**.