

## 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.