

Saving Files

The following procedure should be followed when saving a file.

Click the “File tab” and select “Save as” (see figure 1)

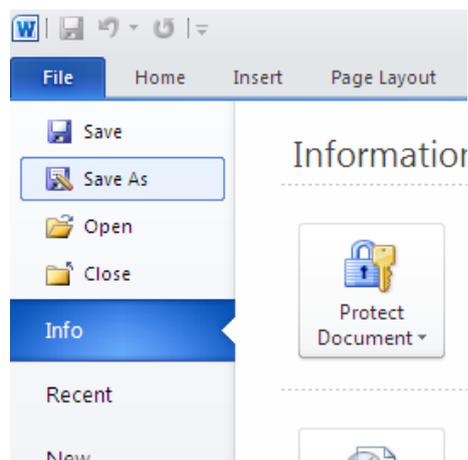


Figure 1

The dialogue window shown in figure 2 will appear.

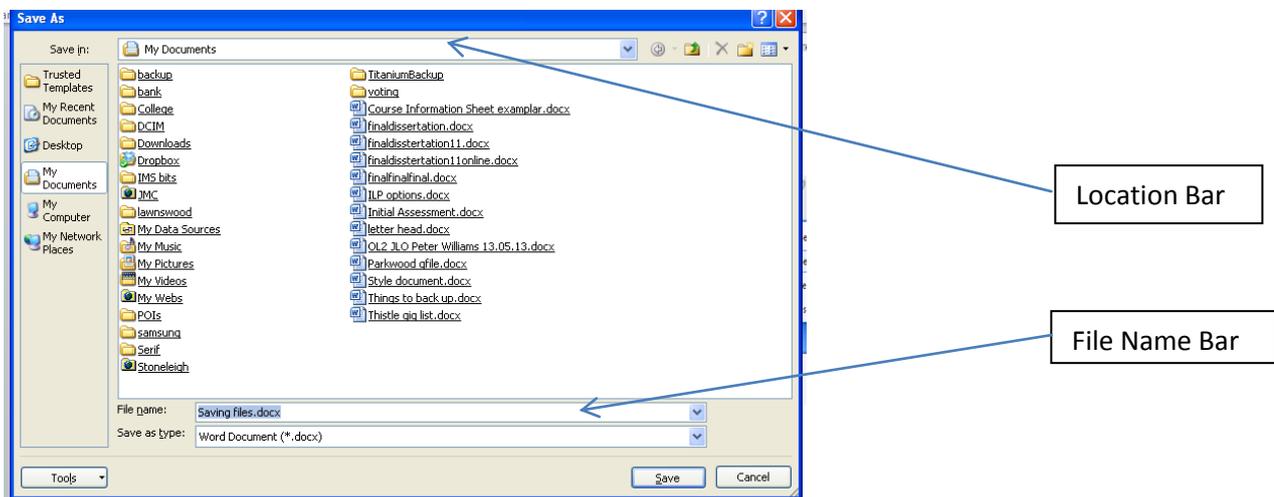


Figure 2

Firstly, give the file a suitable name by typing it in the file name bar.

(Tip:- The initial file name will be highlighted, This means that it will be replaced as soon as you start keying. DO NOT click the mouse button as this will remove the highlighting and you will add your file name to the existing one).

Then you must find the location where you want to save the file.

Often, the default location will be “My Documents” (win XP) or “Documents” win 7. If this is the location that you want, just click the “Save “ button.

If you want to save your file to a different location, then this must be found and selected. When it has been successfully found and selected, its name will appear in the location bar.

To find the location, use the “My computer” button on the left (win XP) or the “tree structure” on the left in win 7 and drive down to find the required folder.