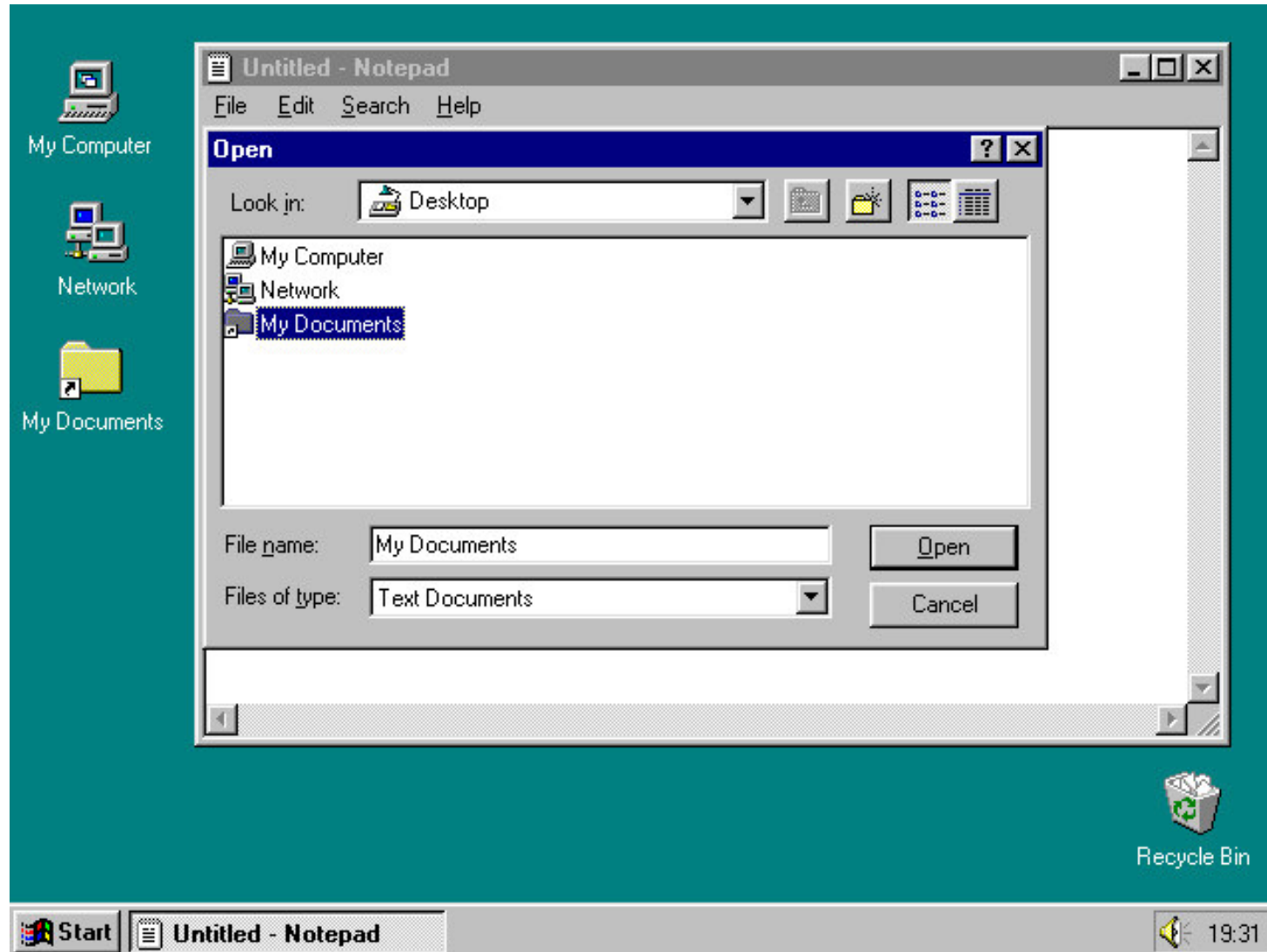


To open a document in the program Notepad (1)



Single click **File** on the Menu Bar and **Open** on the drop-down menu. A dialogue box appears.

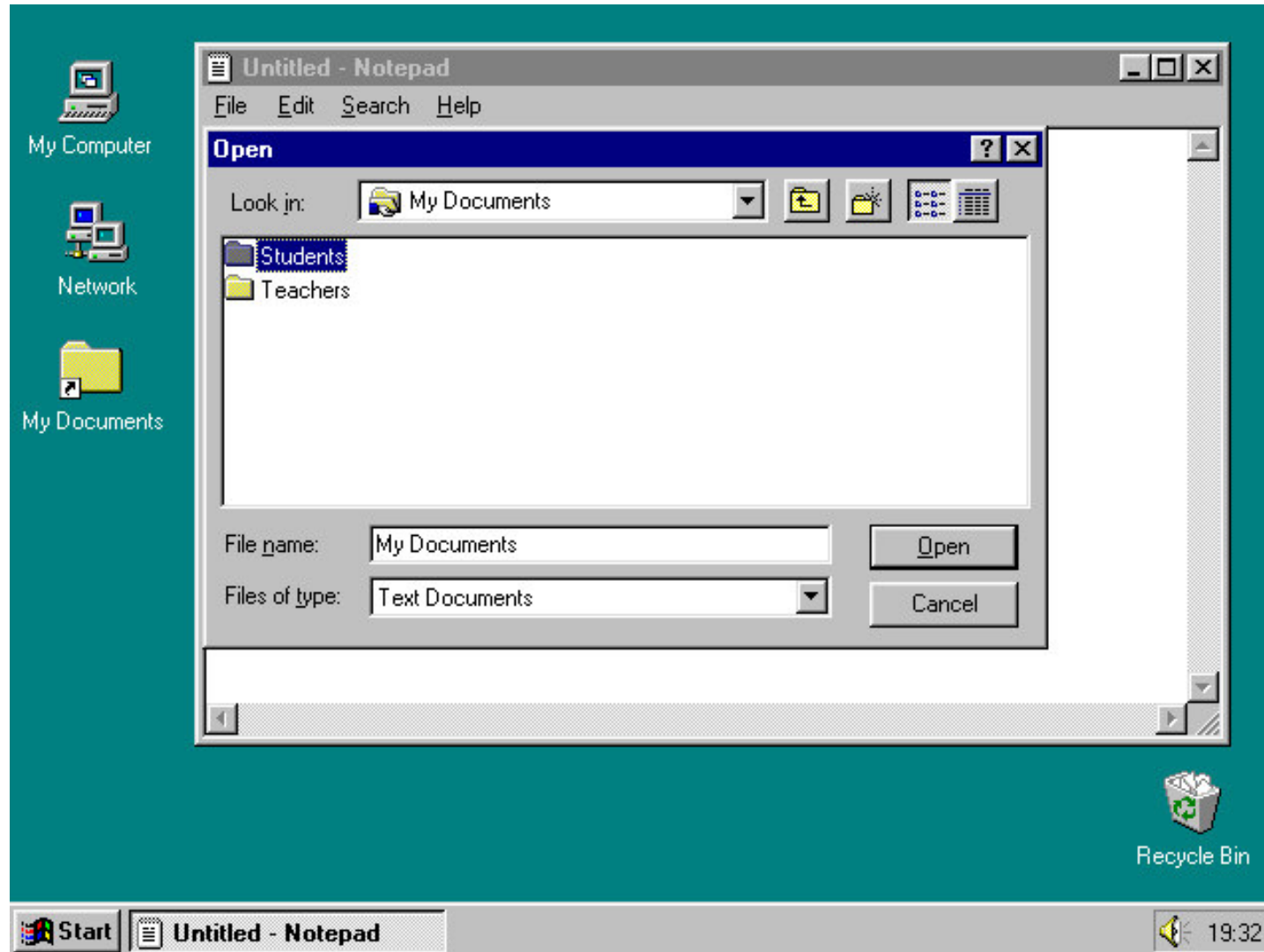
At the top of the dialogue box is the “**Look in**” box - and it says **Desktop**.

Notice the three icons below this box are the same as those on the Desktop.

In other words, the dialogue box is showing you the icons on your desktop.

You can now choose the place where your documents are kept. This is usually **My Documents**, so double click on its icon.

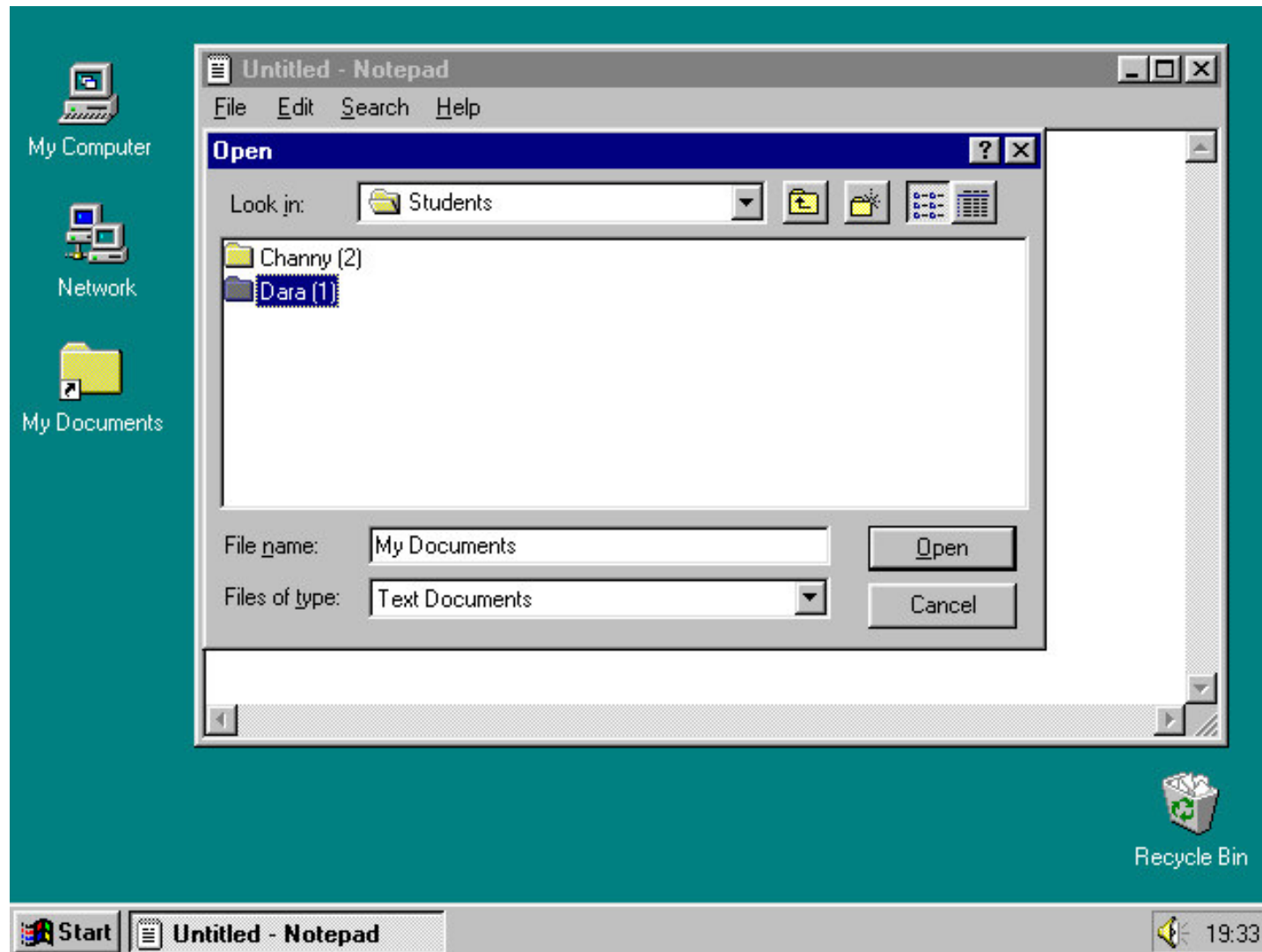
To open a document in the program Notepad (2)



Where it says “Look in”, you can now see the words **My Documents**.

Just below you can see all the folders within the My Documents folder. In this case there are two folders – one for the **students** and one for the **teachers** who work on this computer.

To open a document in the program Notepad (3)

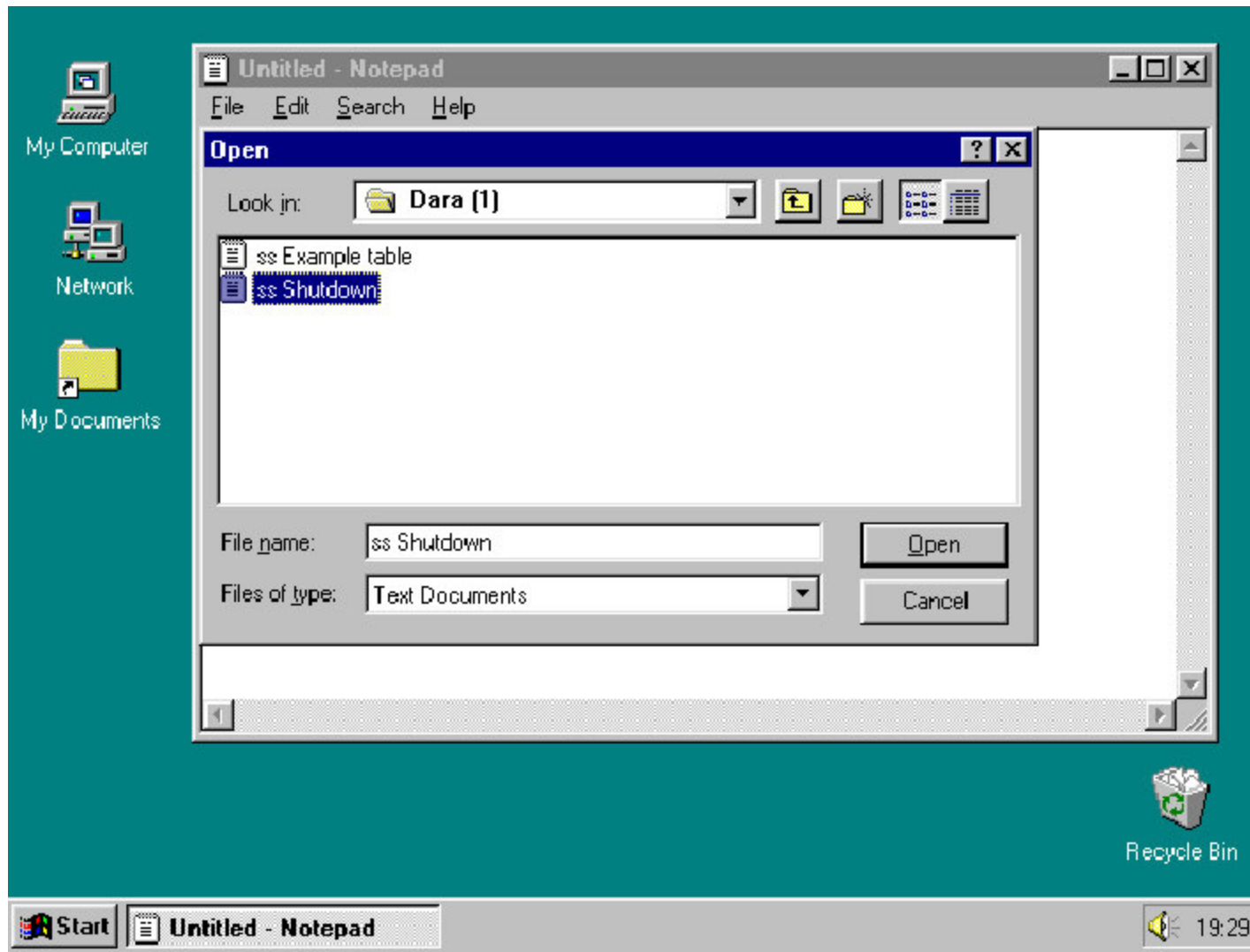


Let's assume that you want to look into the Students folder. Double click to open it.

Where it says "Look in" you can now see the word **Students**.

Just below this you can see the folders belonging to **Channy** and **Dara** who are students.

To open a document in the program Notepad (4)



Let's double click Dara's folder to open it.

Where it says "Look in" you can now see the word **Dara**.

Just below this you can see the documents in this folder.

Double click on the document you want to open. In this case we have chosen to open the document "**ss Shutdown**".

The dialogue box closes and the document opens and fills the Notepad window.