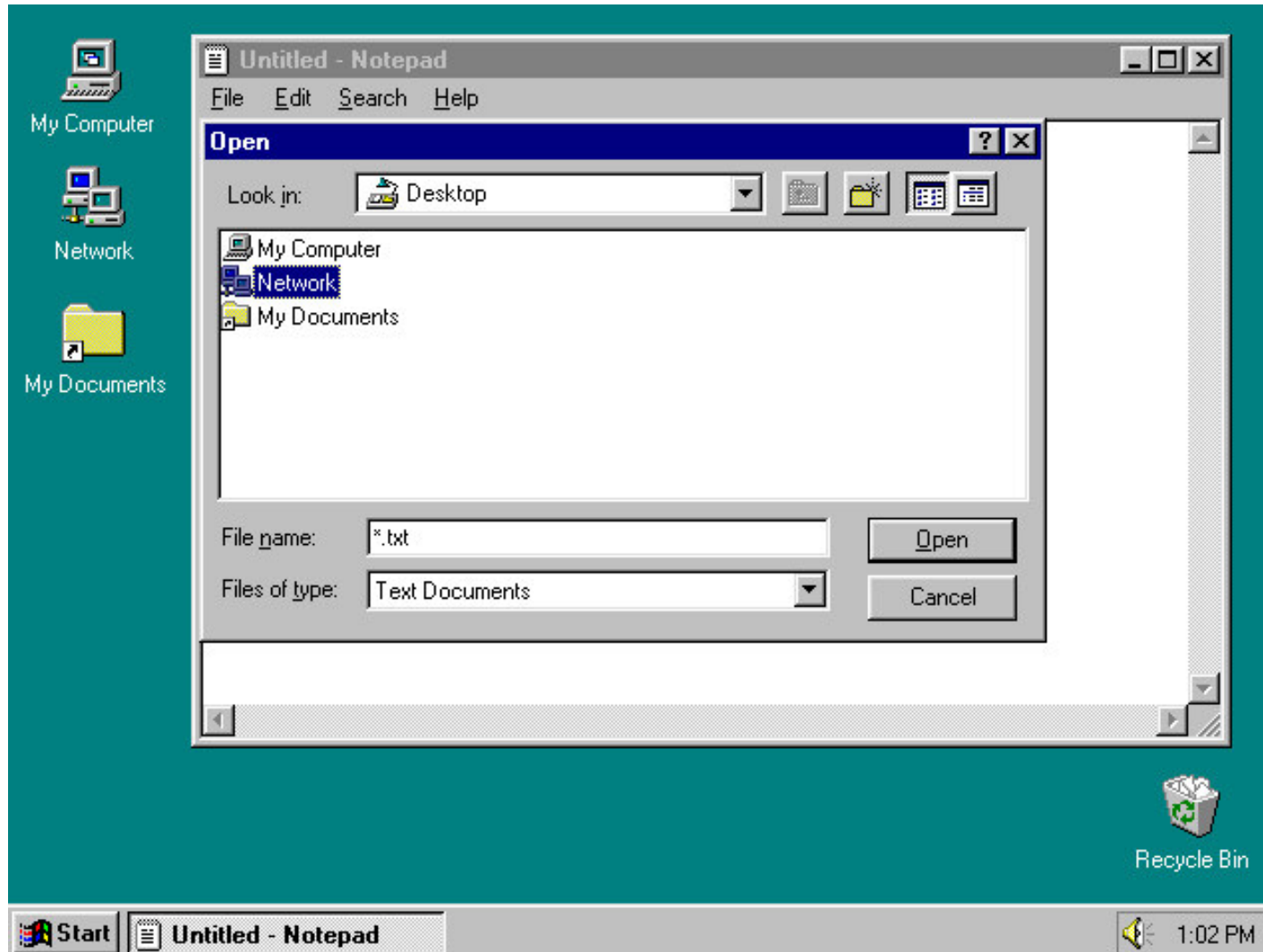


# To open a document in the program Notepad via the network (1)



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

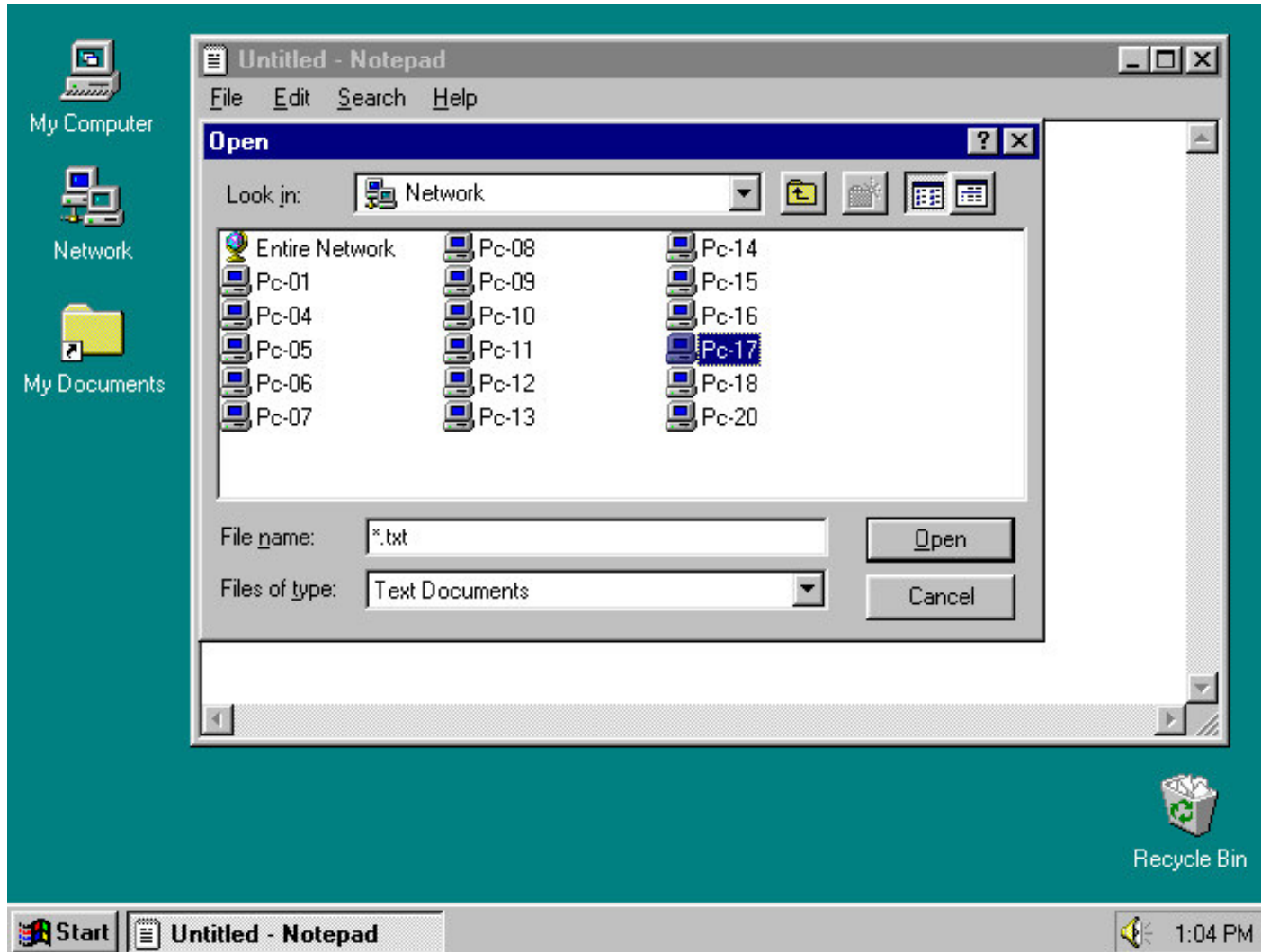
At the top of the dialogue box is the “**Look in**” box - and it says **Desktop**.

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. In this case we want to look at another computer, so choose **Network**.

## To open a document in the program Notepad via the network (2)



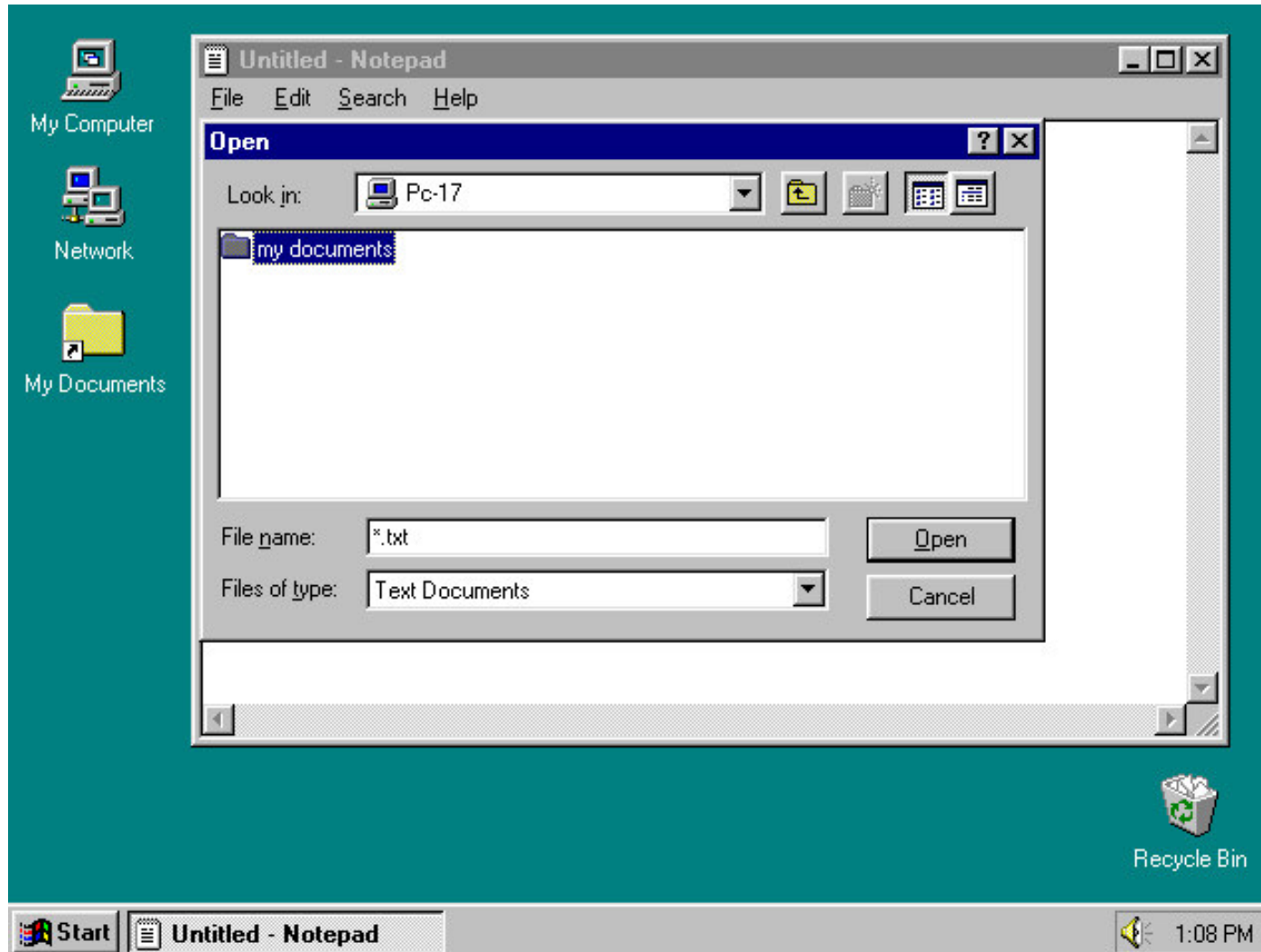
Where it says “**Look in**”, you can now see the word **Network**.

Just below you can see all the PCs which are logged on to the network.

Double click on the one you want to look at in this case PC-17.

(You can ignore the icon for Entire Network)

## To open a document in the program Notepad via the network (3)

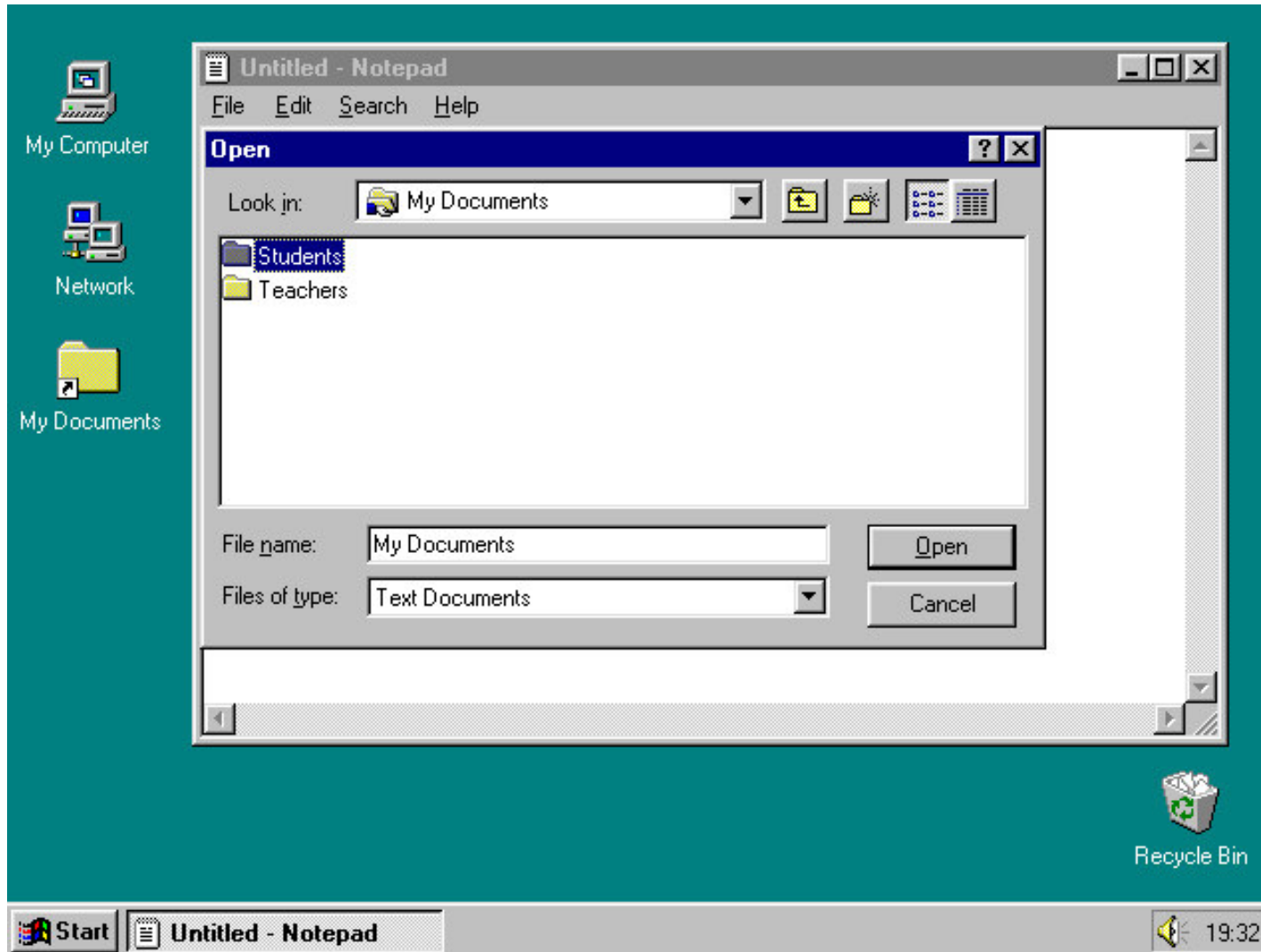


Where it says “**Look in**”, you can now see the name of the computer you are looking at: PC-17

The shared folders available on that PC will be shown. In most cases only My Documents will be visible.

Double click on **My Documents**.

# To open a document in the program Notepad via the network (4)

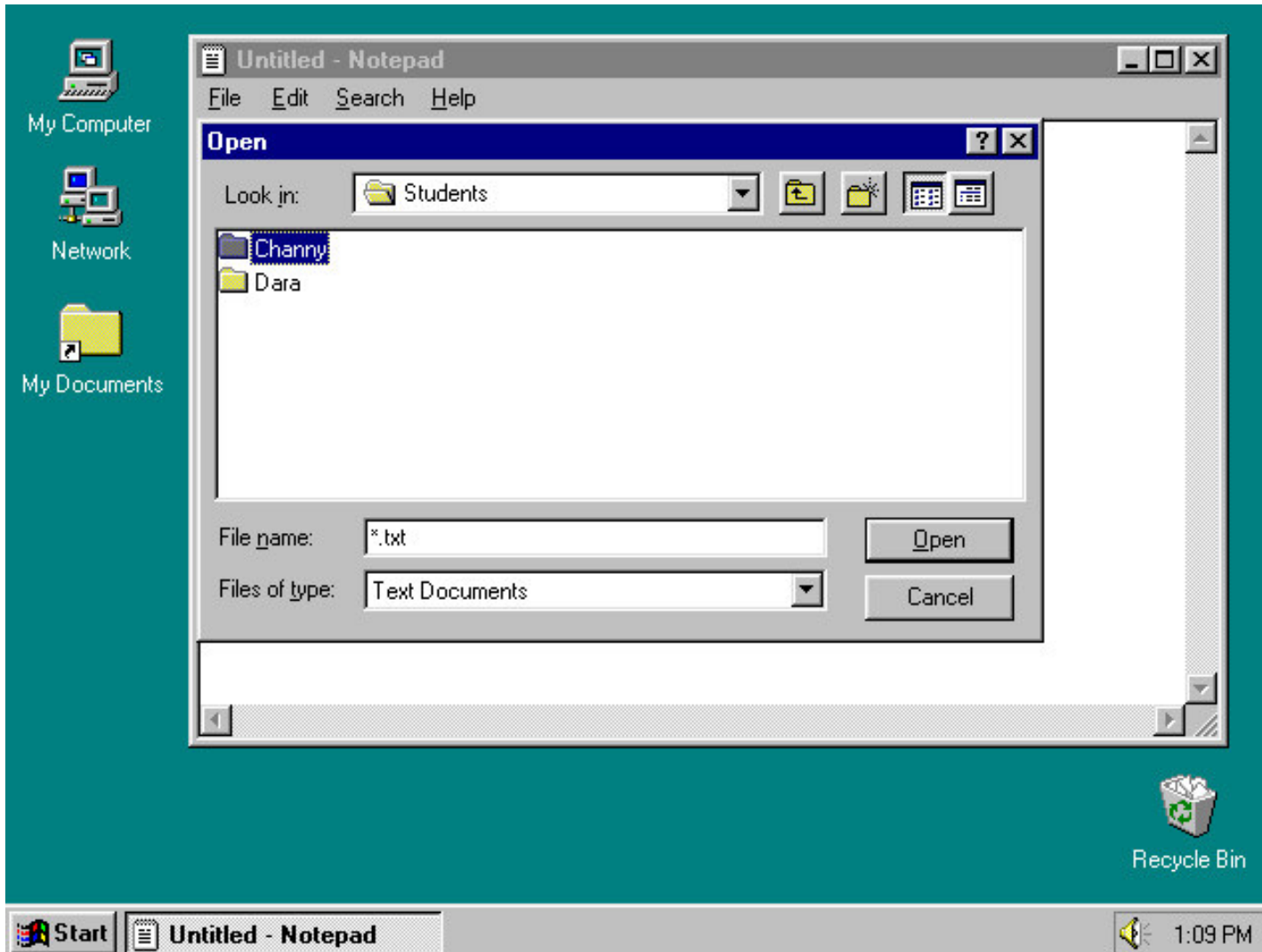


Where it says “**Look in**”, you can now see the words **My Documents**.

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.

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

# To open a document in the program Notepad via the network (5)

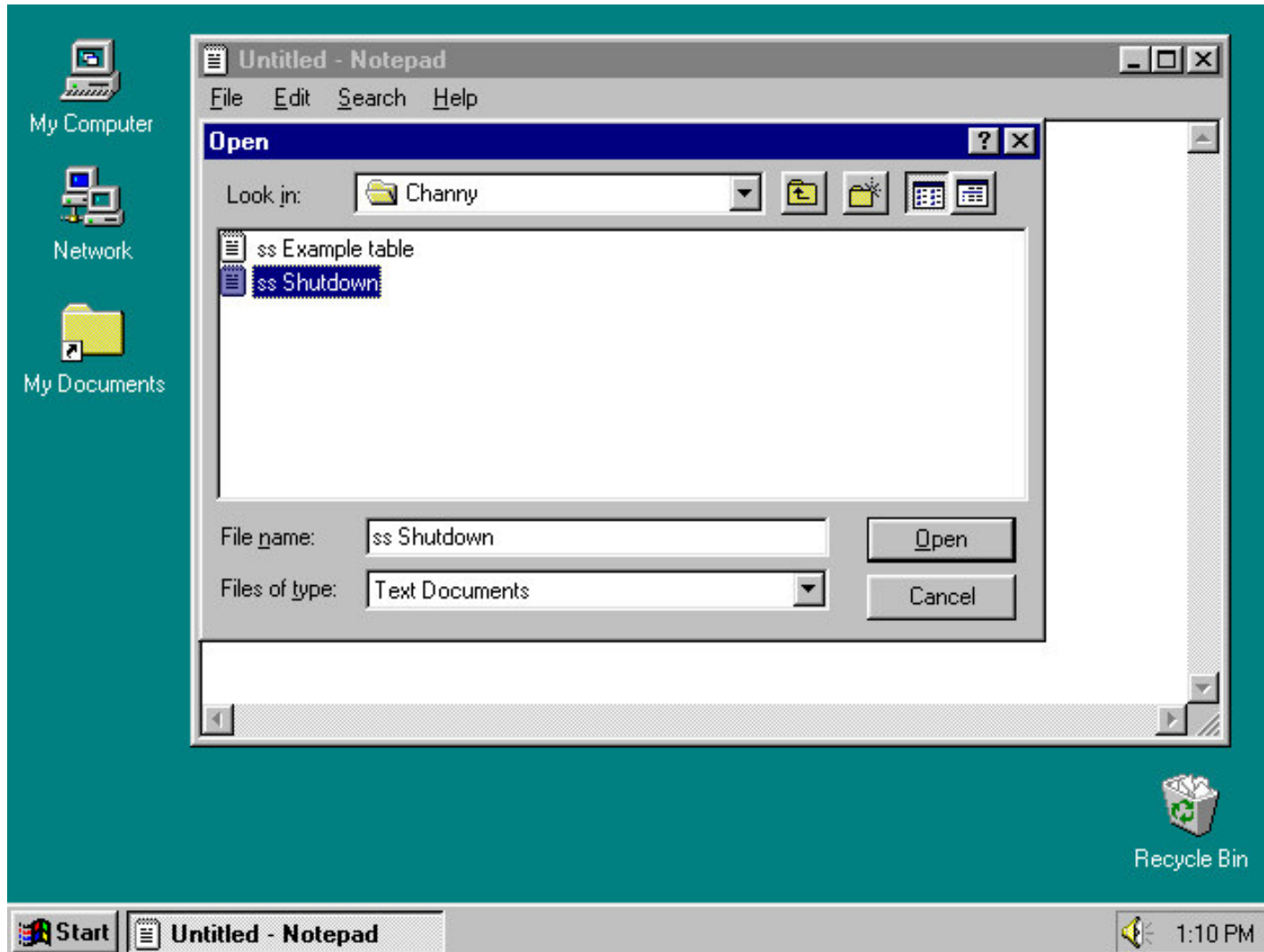


Where it says “Look in” you can now see the word **Students**.

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

Let’s double click **Channy’s** folder to open it

## To open a document in the program Notepad via the network (6)



Where it says “**Look in**” you can now see the word **Channy**.

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.