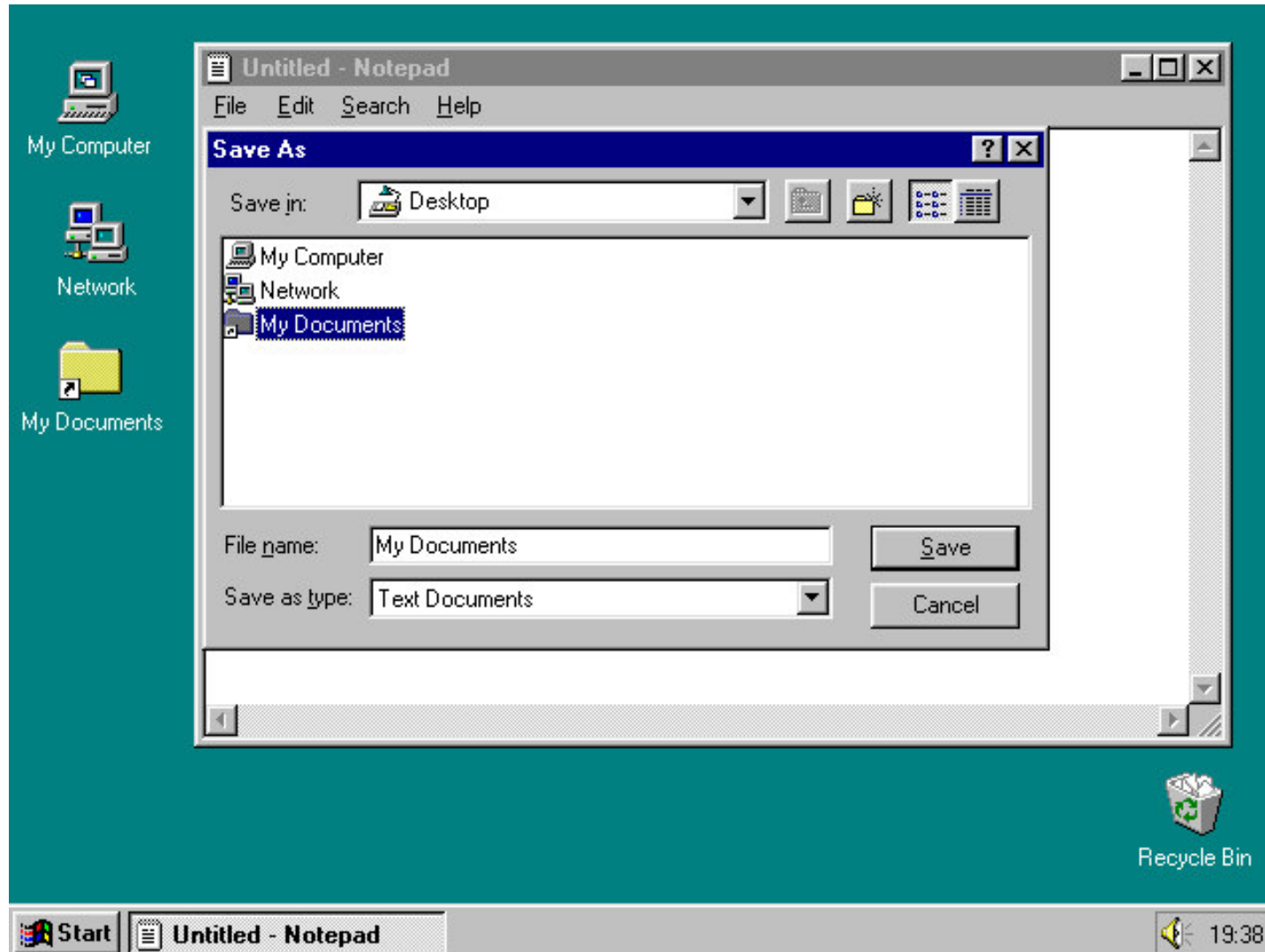


# To save a document in the program Notepad (1)



Click File on the Menu Bar and Save on the drop-down menu. A dialogue box appears.

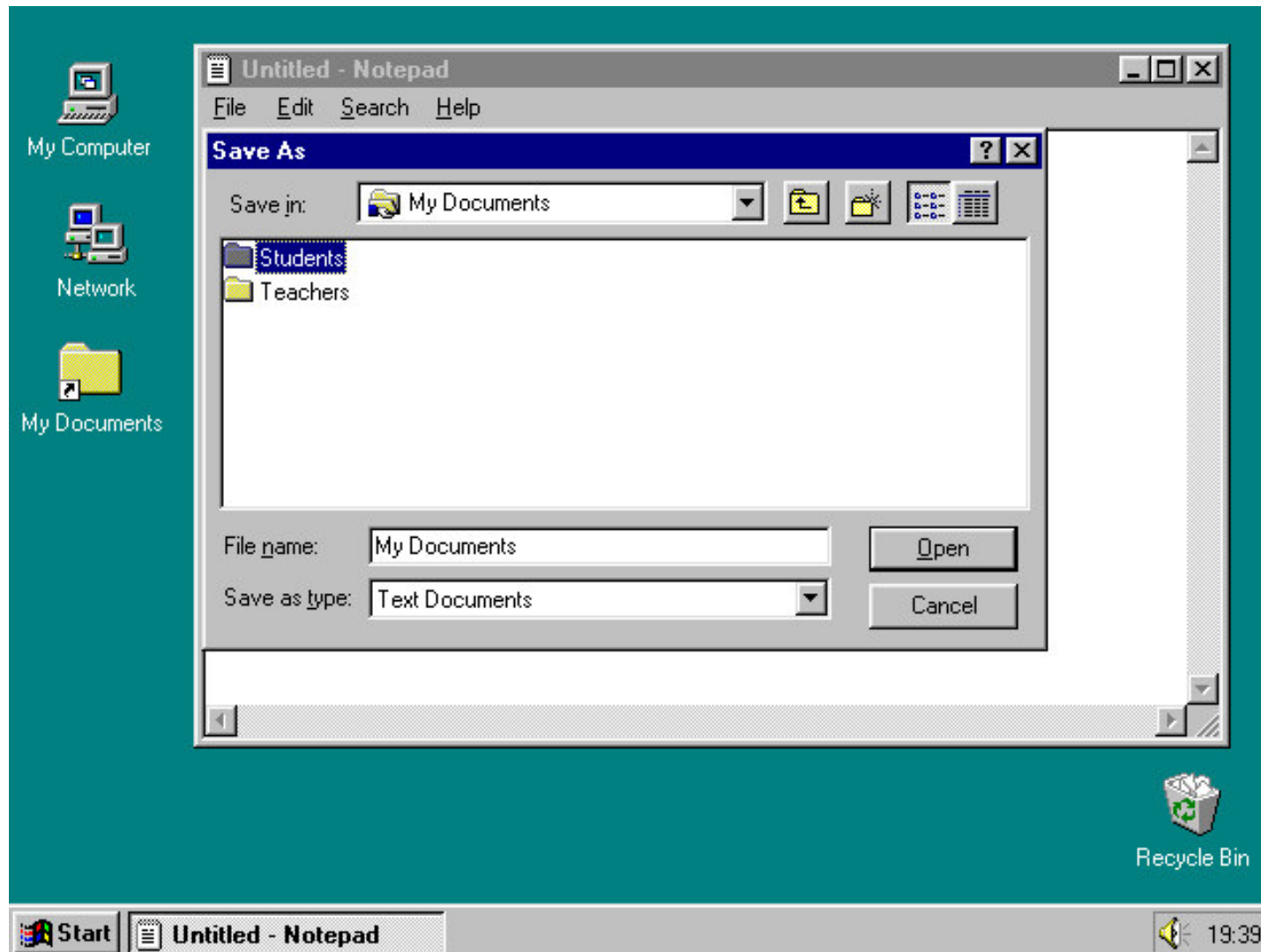
At the top of the dialogue box is the “**Save in**” box - and it says **Desktop**.

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 documents are saved. This is usually **My Documents**, so double click on its icon.

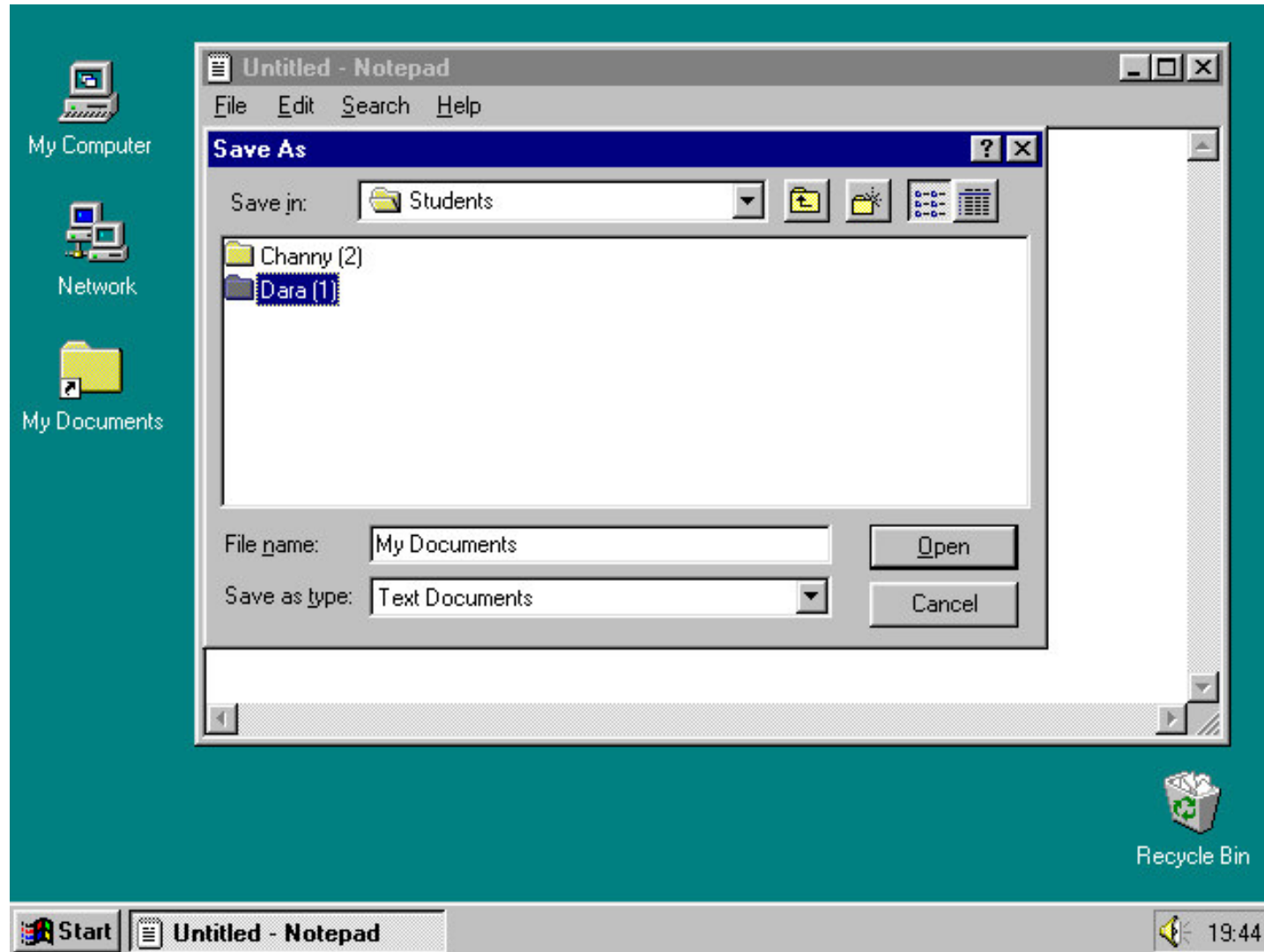
## To save a document in the program Notepad (2)



Where it says “Save 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 save a document in the program Notepad (3)

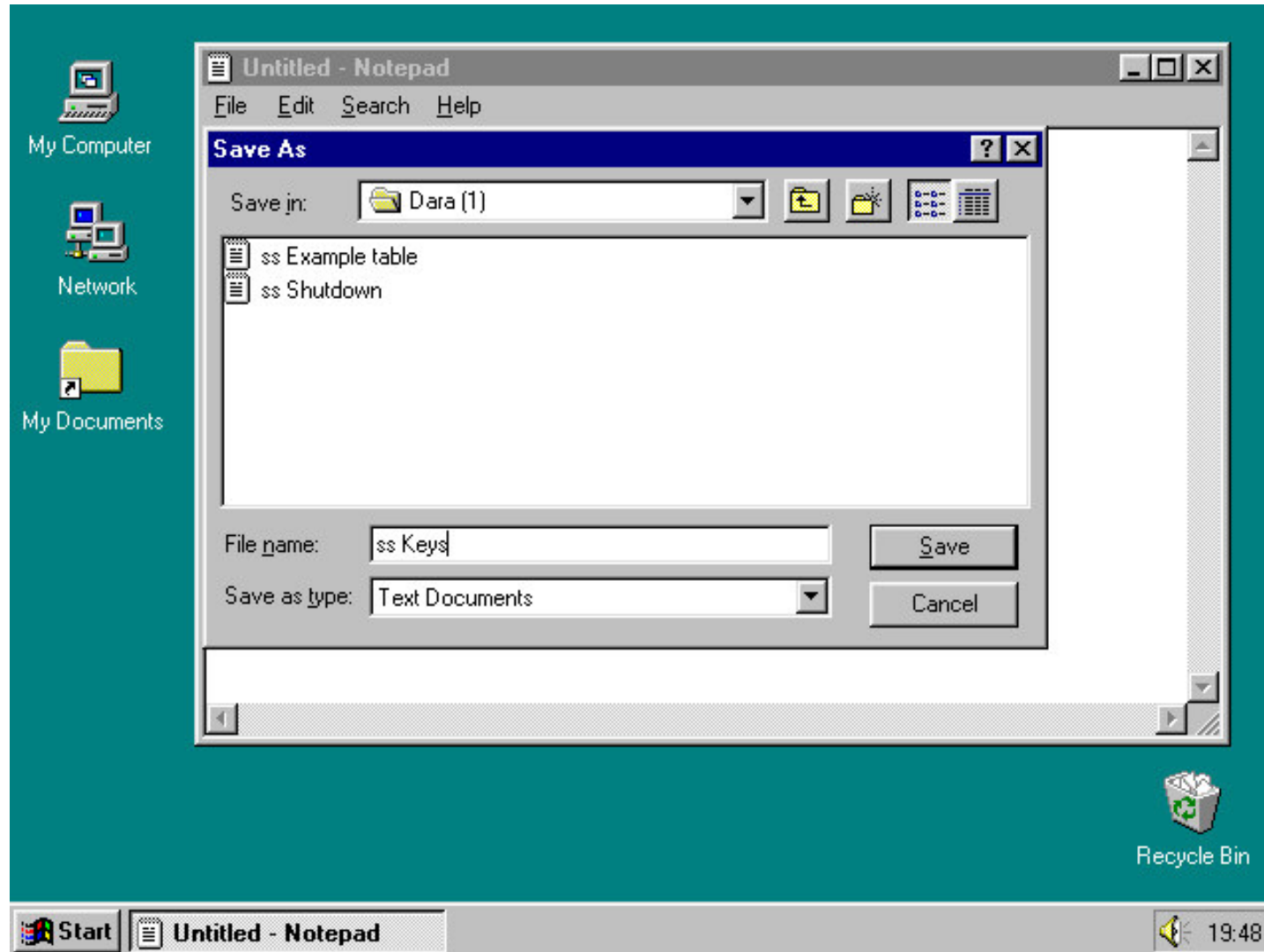


Let's assume the folder you want to save in is in the Students folder. Double click to open it.

Where it says "Save 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 save a document in the program Notepad (4)



Let's choose Dara's folder to save the document in. Double click on the folder to open it.

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

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

To the bottom left of the dialogue box is the File name box. This is where you type a name for your document.

At the moment it will say "My Documents" or "Untitled" as you have not yet given it a name.

Click the mouse pointer in the box and then delete the words. Type in a name for your document and then click the Save button.

The dialogue box closes and your document is saved.