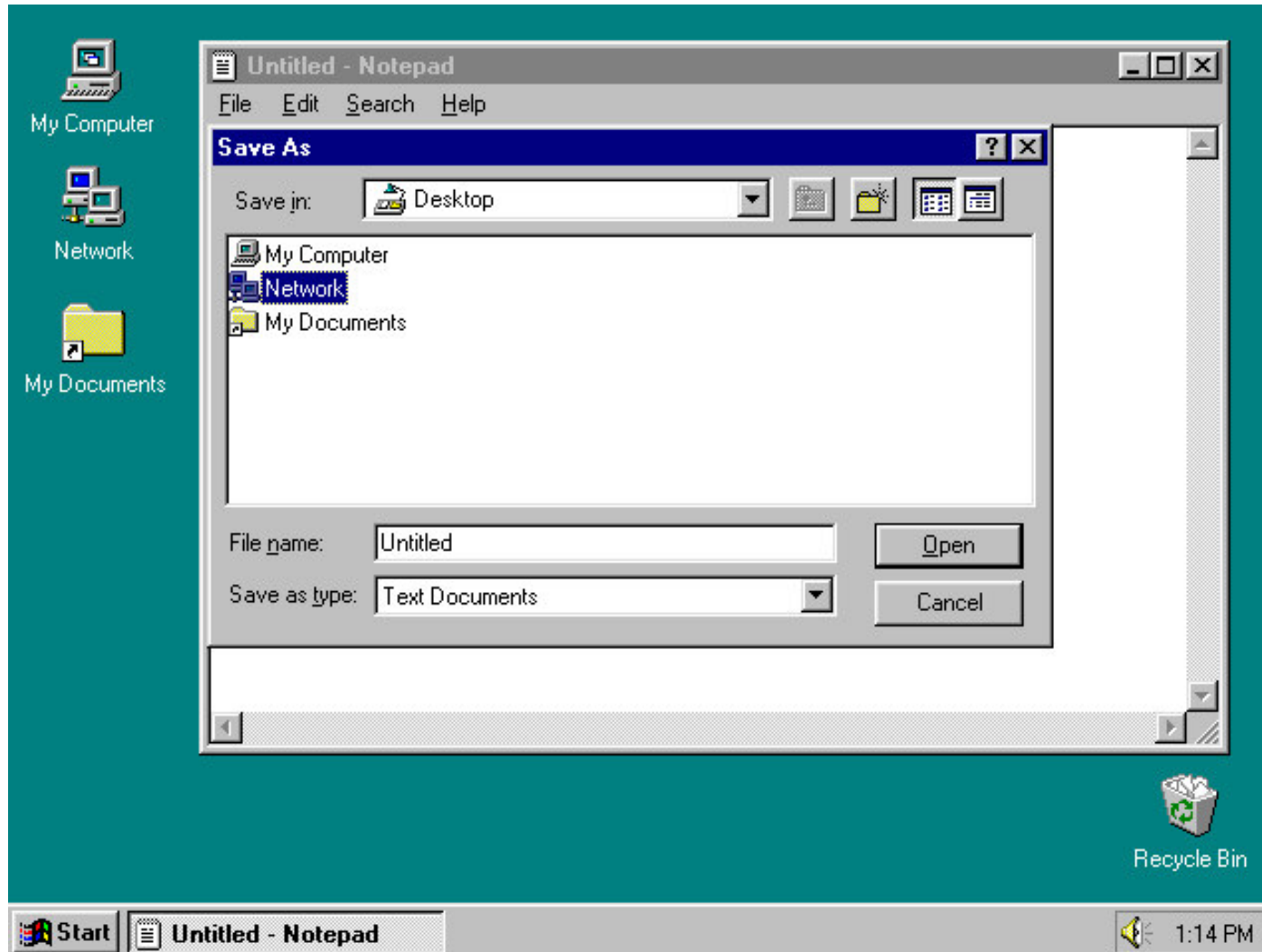


# To save a document in the program Notepad via the network (1)



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

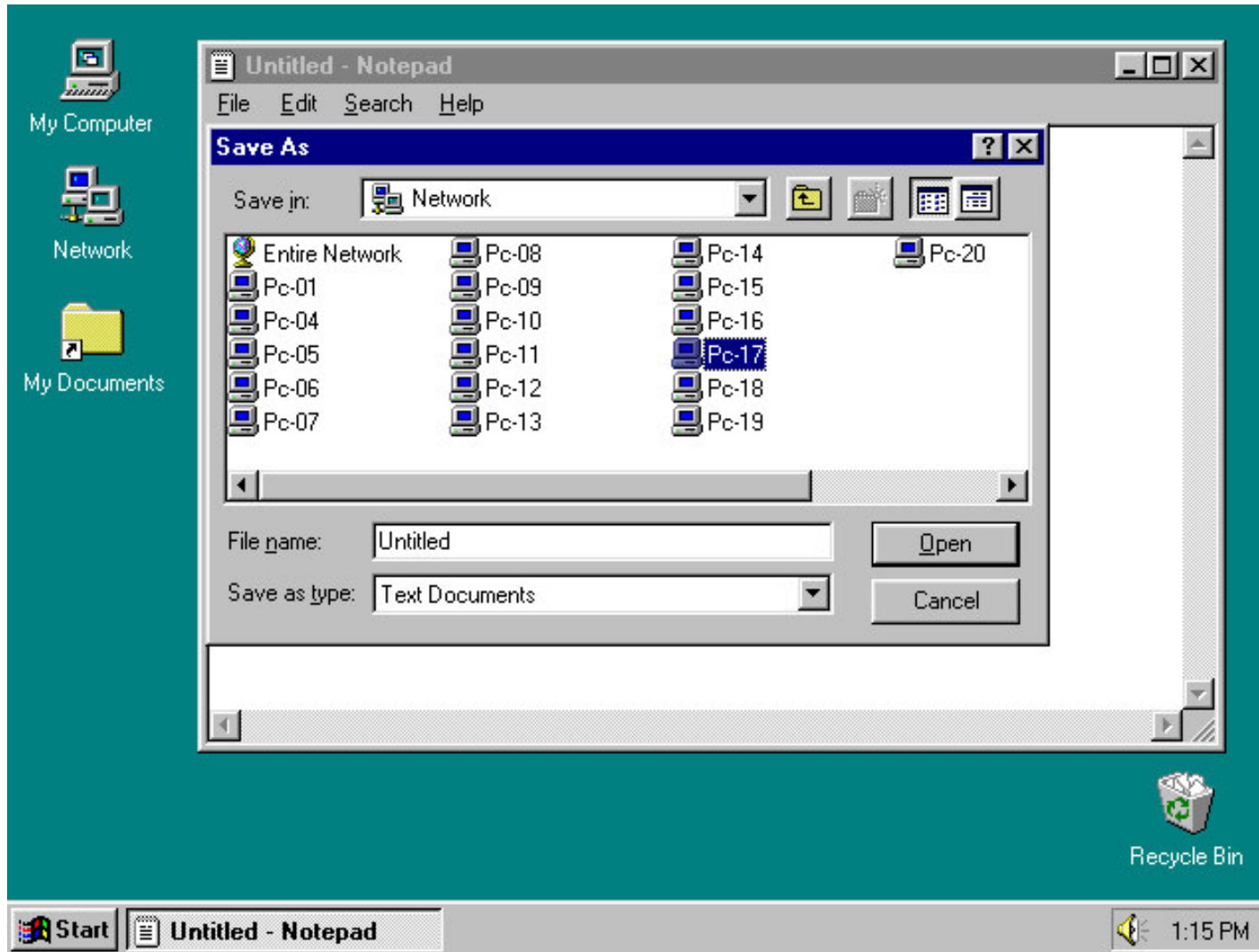
At the top of the dialogue box is the “**Save in**” box - and it says **Desktop**.

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. In this case we want to save onto another computer, so choose **Network**.

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



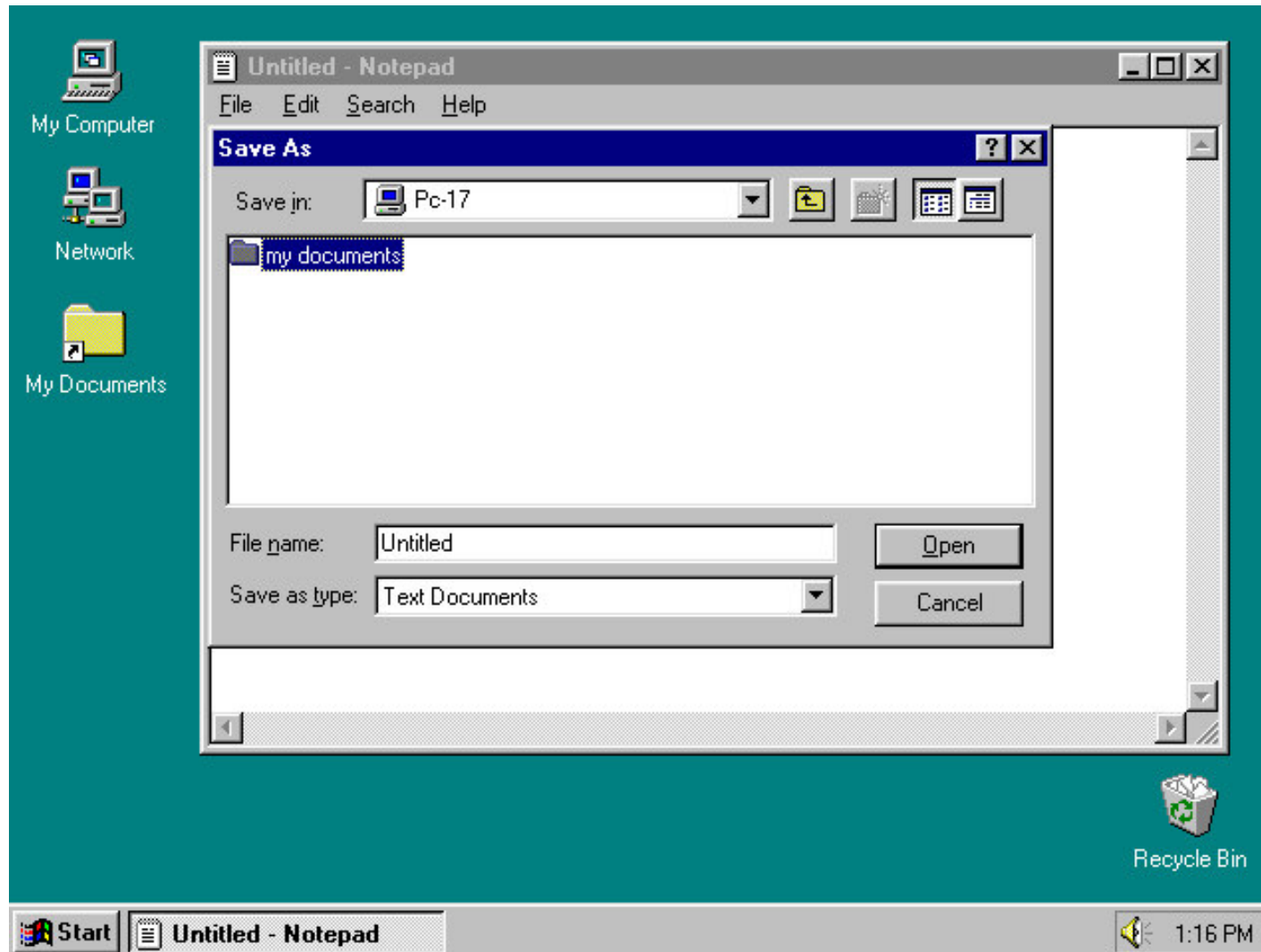
Where it says “**Save in**”, you can now see the word **Network**.

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

(You can ignore the icon for Entire Network)

Double click on the PC that you wish to save to – in this case PC-17.

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

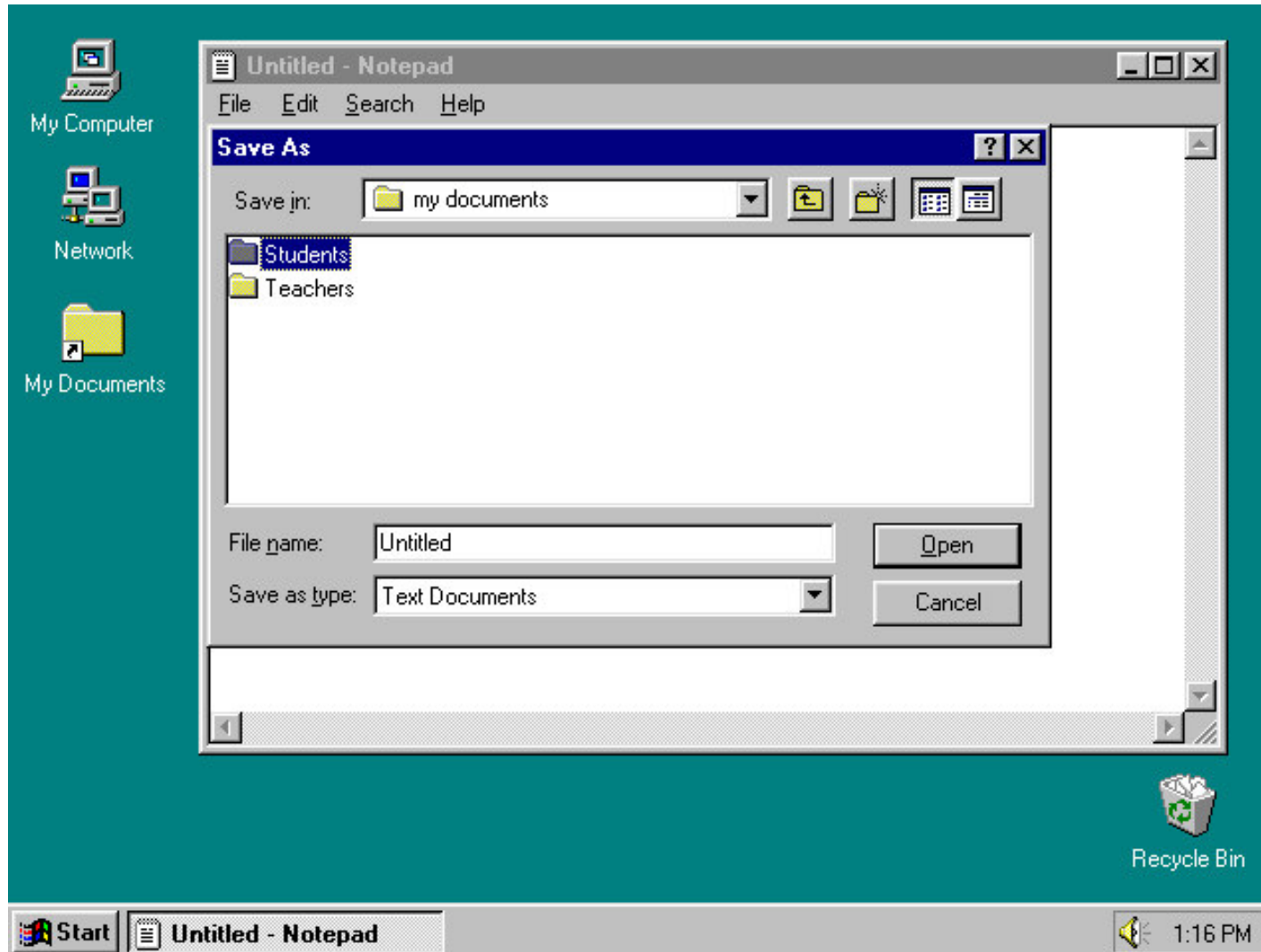


The shared folders available on PC-17 will be shown. In most cases only My Documents will be visible.

Where it says “**Save in**”, you can now see the name of the PC you are looking at. In this example we are looking at PC-17.

Double click on **My Documents**.

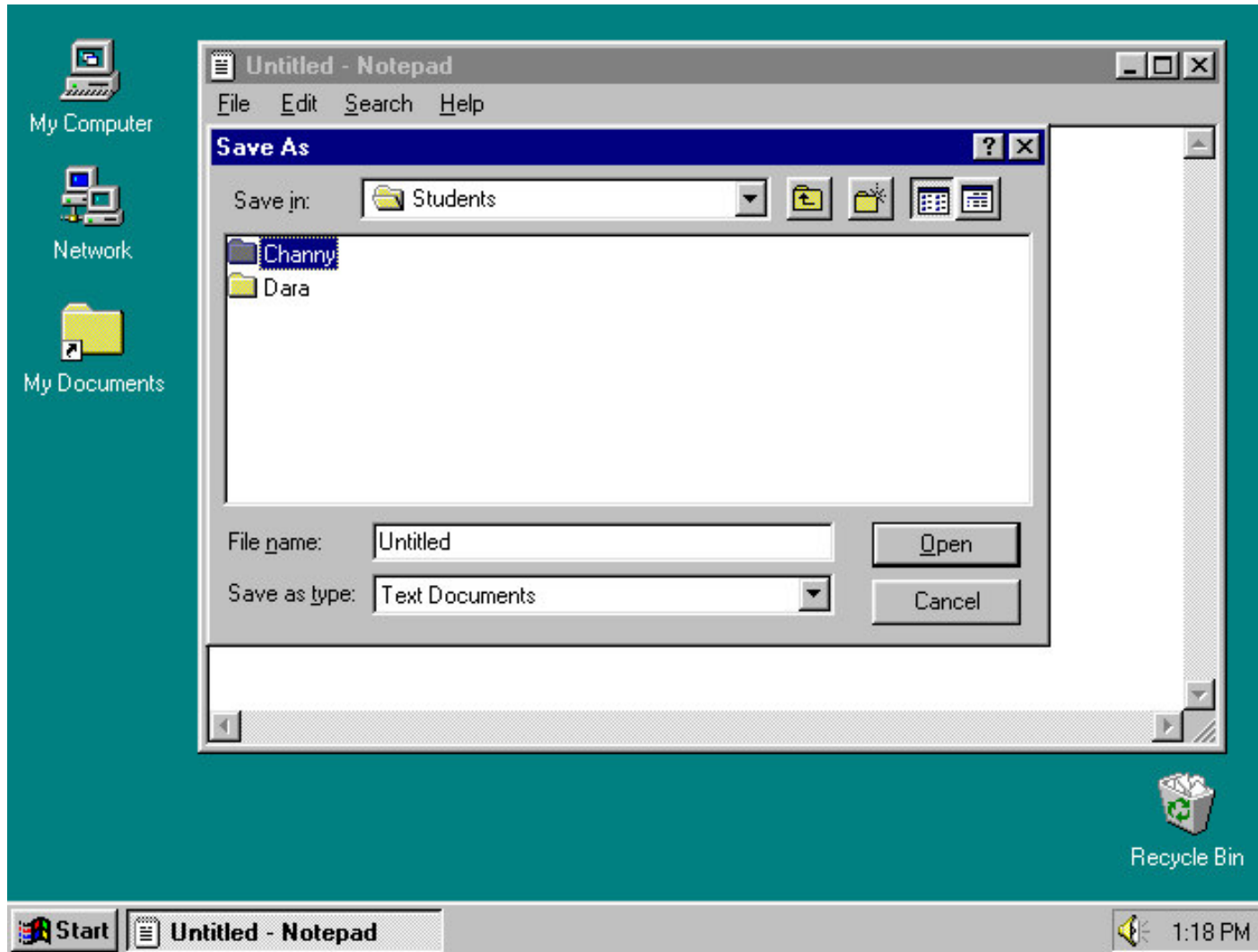
## To save a document in the program Notepad via the network (4)



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 via the network (5)



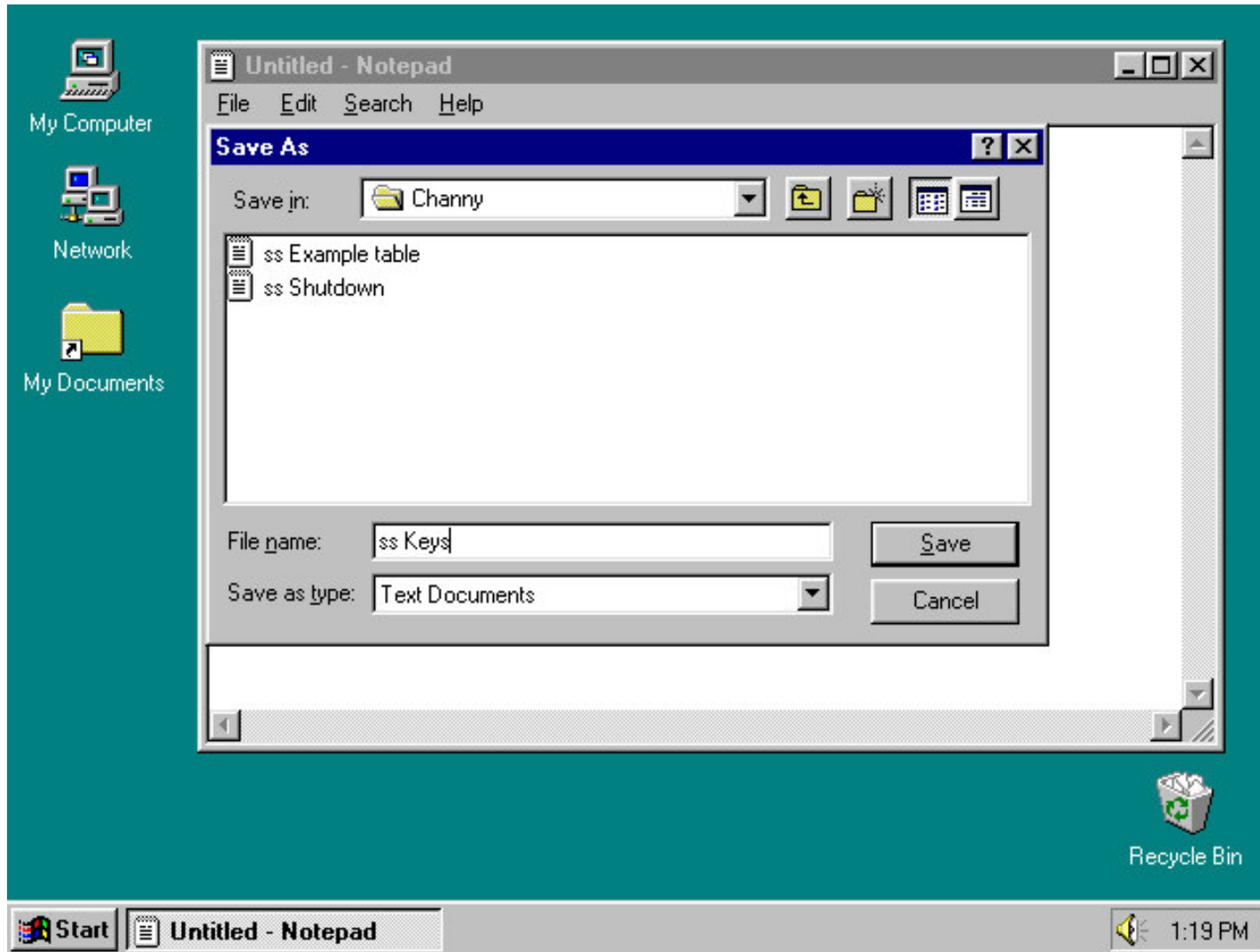
Let's assume the folder you want to save in is in the Students folder. Double click to open it.

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.

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

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



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

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 “**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.